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A. Lee Munson,
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Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

John J. Walsh,
General Manager, Personnel

Albert C. Walker,
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

JANUARY 6, 1992

2:00 p.m.

ROOM 282 CITY HALL

ORDER OF BUSINESS

Part I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

- Classification Matters
- Compensation Matters
- Examination Matters
- In-Service Matters

Part II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remark

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Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 6, 1992

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Amendment to the Minutes of the Civil Service Commission meeting of November 18, 1991, adopted on December 2, 1991.

Rec: Amend the Civil Service Commission Minutes of November 18, 1991 due to the clerical omission from those Minutes of a portion of the "Commissioners' New Business" related to the status of the General Manager, Personnel and the Commission's jurisdiction in appointing its chief executive officer.

B. Regular Meeting of December 2, 1991.

Rec: Approve.

C. Special Meeting of December 2, 1991.

Rec: Approve.

(4) ANNOUNCEMENTS.

C O N S E N T C A L E N D A R

(5) CONSENT CALENDAR ITEMS A THROUGH T.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of request for approval of proposed personal services contract. (File No. 1160-91).

December 2, 1991: Contract Number 278-91/92 over to the meeting of January 6, 1992 at the request of the Clerk of the Board.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
278-91/92	Board of Supervisors	BPA Economics

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (B) Review of requests for approval of proposed personal services contracts. (File No. 1167-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
309-91/92	Arts Commission	Eleanor Beaton
310-91/92	Arts Commission	Bill Fontana
311-91/92	CAO	Aileen C. Hernandez Associates
312-91/92	CAO	SAIC
313-91/92	Civil Service Commission	Charles B. Compertz, The Compertz Management Group
314-91/92	Commission on Aging	Data Processing and Accounting Services (DPAS)
315-91/92	Controller	S.K. White Consulting
316-91/92	Controller	Tri-Pacific Consulting
317-91/92	Controller	Systemhouse
318-91/92	Controller	S. King Rosen
319-91/92	Fine Arts Museum	Cohrssen Environmental, Inc.
320-91/92	Fire	CORE Corporation
321-91/92	Mayor's Office	Chinatown Youth Services

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
322-91/92	Mayor's Office	Japanese Community Youth Council (JCYC)
323-/192	Public Health	University of California, S.F.
324-91/92	Public Health	University of California, S.F. Urban Health Study
325-91/92	Public Health	UCSF/AIDS Health Project
326-91/92	Public Health	The Support Center
327-91/92	Public Health	The S.F. AIDS Foundation
328-91/92	Public Health	Japanese Community Youth Council
329-91/92	Public Health	Filipino Task Force on AIDS
330-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
331-91/92	Public Health	Bayview Hunter's Point Foundation-Eighteenth Street Services
332-91/92	Public Health	Bayview Hunter's Point Foundation
333-91/92	Public Health	Asian American Health Forum
334-91/92	Public Health	Asian American Recovery Services
335-91/92	Public Health	Physical and Occupational Therapist's Registry, Inc.
336-91/92	Public Health	AT&T Language Line

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
337-91/92	Public Health	Industrial Emergency Council
338-91/92	Public Health	Bay Area Communication Access
339-91/92	Public Health	Fisher O'Connell Associates, Inc.
340-91/92	Public Health	Caheed Day Care Center
341-91/92	Public Health	UCSF/Center for AIDS Prevention Studies
342-91/92	Public Utilities Commission	EIP Associates
343-91/92	Public Utilities Commission	Booz, Allen and Hamilton
344-91/92	Public Works	Pacific Coast Trane Service
345-91/92	Public Works	Marquis and Associates FAIA
346-91/92	Public Works	Turner Construction Co.
347-91/92	Public Works	James Engineering, Inc.
348-91/92	Public Works	Testing Engineers, Inc.
349-91/92	Public Works	Don Todd Associates
350-91/92	Real Estate	Aesthetic Plant Design
351-91/92	Real Estate	Peninsula Air Conditioning
352-91/92	Real Estate	Pinkerton, Inc.
353-91/92	Real Estate	Amtech Reliable Elevator
354-91/92	Real Estate	Township Building Service

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
355-91/92	Real Estate	Crane Pest Control
356-91/92	Real Estate	National Guardian
357-91/92	Real Estate	Electronic Detection Systems
358-91/92	SFUSD	3 DI
359-91/92	Social Services	THC Tenderloin Housing Clinic/Homeless Referral
360-91/92	Social Services	S.F. Educational Services
361-91/92	Social Services	The Family School
362-91/92	Social Services	International Institute
363-91/92	Social Services	Travelers Aid S.F./ Emergency Shelter
364-91/92	Social Services	Diane Fritz
365-91/92	Social Services	Central City Hospitality House
366-91/92	Treasurer/Tax Collector	Northern California Title Services
367-91/92	Public Works	Everett Brandon Associates

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Review of request for approval of proposed personal services contract. (File No. 1170-91).

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
368-91/92	Mayor's Office	Manatos & Manatos

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(D) Classification of positions in various City departments.
(File No. 1168-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
District Attorney	1	8132 District Attorney Investigative Assistant (Sch. 52.1 \$1169B1414)	Same
City Planning	1	5296 Planner IV, Urban Systems Analyst (Sch. 62.1 \$1890B2297)	Same
	1	5296 Planner IV, Urban Systems Analyst (Sch. 62.1 \$1890B2297)	5294 Planner IV Zoning (Sch. 62.1 \$1890B2297)
Parking & Traffic	6	1705 Communications Dispatcher II (Sch. 49.2 \$1018B1232)	Same
	3	1705 Communications Dispatcher II (Sch. 49.2 \$1018B1232)	1704 Communications Dispatcher I (Sch. 47.2 \$925B1120)
Police	1	5320 Illustrator and Art Designer (Sch. 56.8 \$1463B1773)	Same
Port	1	5268 Architect (Sch. 62.9 \$1965B2388)	Same
Public Works	1	A021 Executive Director, SECF (J, SC \$1946B1946)	Establish Class 1843 Executive Director, Southeast Community Facility Commission (J, Z Sch. 58.7 \$1603B1946) Draft class specification as detailed in the staff report.

(D)(cont.)

AMEND THE FOLLOWING CLASSES:

Existing Class
Title and Rate

Recommendation

9212 Airfield Safety Officer
(Sch. 56.0 \$1407B1706)

Amend the class specification for Class 9212 Airfield Safety Officer. Draft class specification as detailed in the staff report.

9220 Airport Operations Supervisor
(Sch. 59.7 \$1682B2043)

Amend the class specification for Class 9220 Airport Operations Supervisor. Draft class specification as detailed in the staff report.

9222 Airport Operations Coordinator
(Sch. 62.2 \$1899B2309)

Amend the class specification for Class 9222 Airport Operations Coordinator. Draft class specification as detailed in the staff report.

9226 Airport Operations Superintendent
(Sch. 64.7 \$2145B2607)

Amend the class specification for Class 9226 Airport Operations Superintendent. Draft class specification as detailed in the staff report.

(D)(cont.)

AMENDMENT AND RETITLING OF CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
8150 Chief Welfare Fraud Investigator (Sch. 64.9 \$2166B2632)	Retitle and amend the class specification to 8150 principal Investigator, Special Unit. Draft class specification as detailed in the staff report.
9202 Airport Communications Operator (Sch. 51.8 \$1152B1394)	Retitle and amend the class specification to 9202 Airport Communications Dispatcher. Draft class specification as detailed in the staff report.
9203 Senior Airport Communications Operator (Sch. 53.8 \$1267B1535)	Retitle and amend the class specification to 9203 Senior Airport Communications Dispatcher. Draft class specification as detailed in the staff report.

(D)(cont.)

ESTABLISH THE FOLLOWING CLASS:

Recommendation

Establish Class 1674 Director of Accounting and Systems

(J,Z \$3581B3581)

Draft class specification as detailed in the staff report.

ABOLISH THE FOLLOWING CLASS:

Recommendation

Abolish Class 1678 Financial Operations Director

(Z, \$4069B4069)

Rec: Adopt staff report.

(E) Request for appointment above the entrance rate for various employees. (File No. 2427-91)

December 2, 1991: Matter pertaining to Maria Chavez in
Section 1: over to the meeting of
January 6, 1992 at the request of Local 790.

1. PERMANENT AND EXEMPT APPOINTMENT

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Maria Chavez 1487 Financial Aids Assistant	SFCCD	2	2

Rec: Off calendar at the request of staff.

(F) Requests for extension of appointment above the entrance rate for various employees. (File No. 2442-91)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Bong Wong 5218 Structural Engineer	Airport	3	3 6/30/92
H. George Connell 1881 Assistant Director, Systems and Data Processing	Controller	5	5 6/30/92
Maria Gartner 1880 Chief of Systems	Controller	4	4 6/30/92
Ronald J. Kane 1821 Management Information Services Manager	Controller	5	5 6/30/92
Ted Tucker 1850 Senior EDP Auditor	Controller	3	3 6/30/92
Alan Witty 1819 Management Information Systems Specialist III	Controller	5	5 6/30/92
Rumi Ueno 1280 Employee Relations Assistant	Mayor	2	2 6/30/92
Thomas Girlich 1824 Principal Administrative Analyst	Port	2	2 6/30/92
H. Edward Shiels 2660 Administrative Chef	Public Health	5	5 6/30/92
Muhjah Shakir 2548 Occupational Therapist	Public Health	5	5 6/30/92

(F)(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Joseph Abrego 1819 Management Information Systems Specialist III	Public Health	5	5 6/30/92
Kandyce Collins 1842 Management Assistant	Public Health	4	4 6/30/92
Steven Arcelona 2948 Senior Social Service Supervisor	Social Services	4	4 6/30/92
Claudia Maduro 1807 Management Information Systems Technician II	Social Services	5	5 6/30/92
Kathryn Schmid A982 Vocational Counselor	Social Services	5	5 6/30/92
Lisa Albert 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Harry Blum 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Dennis McCormick- Kovacich 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Randall Rodriguez 3594 Instructional Aide II	SFUSD	5	5 6/30/92

Rec: Adopt staff report.

- (G) Requests for appointment above the entrance rate for various employees. (File No. 2456-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Maria Chavez 1487 Financial Aids Assistant	SFCCD	4	4
Daniel Allen 1406 Senior Clerk	Public Works	5	5
Susan Ferreyra 5260 Architectural Assistant I	Public Works	5	5
Michael Kleiner 2535 Chief, Paramedic Division	Public Health	5	5
Rudolph Hernandez 1113 Deputy General Manager, Retirement System	Retirement	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Robert Bodlak 1876 Data Processing Programming and Systems Supervisor	Controller	5	5 6/30/92
Grove Thompson 1866 Systems and Procedures Supervisor	Controller	5	5 6/30/92
Marie Coats A002 Grants Reimbursement Specialist I	Public Works	5	5 6/30/92
Karen Gelman A003 Grants Reimbursement Specialist II	Public Works	5	5 6/30/92

(G)(cont.)

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Eric Raznick 1818 Management Information Systems Specialist II	SFCCD	3	3 6/30/92
D. Mei Lon Sam-Tabusa Police 1246 Principal Personnel Analyst		3	3 6/30/92

Rec: Adopt staff report.

- (H) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2458-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (I) Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence and proposed addition of new Rule 35 - Temporary Assignment for Limited Duty of Employee with Work-Related Disability. (File No. 6312-91)

October 21, 1991: Post pending completion of meet and confer with employee organizations.

Rec: Off calendar.

- (J) Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles, to implement Proposition D (November 5, 1991 election). (File No. 6634-91)

Rec: Post for adoption at the meeting of February 3, 1992.

- (K) Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.02 - Seniority - Defined, Subsection (E) relating to the breaking of ties in seniority for layoff purposes. (File No. 6635-91)

Rec: Post for adoption following completion of meet and confer obligations with employee organizations.

- (L) Status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer, per Charter Section 3.503-3. (File No. 1163-91)

Rec: Adopt staff report. Grant status to all permanent incumbents in Class 8222 Housing Police Officer to Class Q2 Police Officer as of January 1, 1992, provided that the individuals comply with the provisions enumerated in Charter Section 3.530-3, as amended on November 5, 1991.

- (M) Status rights for Stephen LaPlante in Class 1824 Principal Administrative Analyst, Department of Public Health. (File No. 6576-91)

Rec: Grant permanent status to Stephen LaPlante to a permanent position in Class 1824 Principal Administrative Analyst, Department of Public Health, subject to serving a one-year entrance probationary period.

- (N) Status rights for William Haskell in Class 2246 Assistant Director of Clinical Services I, Department of Public Health. (File No. 6583-91)

Rec: Grant permanent status to William Haskell to a permanent position in Class 2246 Assistant Director of Clinical Services I, Department of Public Health, subject to serving a one-year entrance probationary period.

- (O) Status rights for Lawrence Jacobson in Class 4140 Real Property Officer, Real Estate Department.
(File No. 6646-91)

Rec: Grant permanent status to Lawrence Jacobson to a permanent position in Class 4140 Real Property Officer, Real Estate Department, subject to serving a one-year entrance probationary period.

- (P) Ratification of certain personnel actions of the General Manager, Personnel pursuant to Charter Section 3.501.
(File No. 6629-91)

Rec: Approve.

- (Q) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6605-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (R) Request to issue Class 2912 Senior Social Worker announcement on promotive only basis for Class 2910 Social Workers employed by the Department of Public Health and by the Public Administrator/Public Guardian. (File No. 3318-91)

Rec: Issue announcement for Class 2912 Senior Social Worker on a promotive only basis for permanent employees in Class 2910 Social Worker with two years of experience employed at the Department of Public Health and Public Administrator/Public Guardian.

(S) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

Rec: Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.

(T) Appeal of background rejection for Class H2 Firefighter by Terence J. Palu. (File No. 3619-91)

Rec: Over to the meeting of February 3, 1992 at the request of Mr. Palu's attorney.

R E G U L A R C A L E N D A R

(6) GENERAL MANAGER'S REPORT.

- Fiscal Year 1992-93 Preliminary Budget Information, Civil Service Commission.
- Management Development Unit - Report by the Director of Training.
- Status of City wide Guidelines on Employee Personnel Records - Report by the Assistant Secretary.

(7) COMMISSIONERS' NEW BUSINESS.

IN-SERVICE MATTERS

- (8) Appeal of staff denial of request by Calvin Fennell for approval of additional employment. (File No. 6645-91)

Rec: Adopt staff report; deny appeal of Calvin Fennell.

EXAMINATION MATTERS

- (9) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990:	Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
June 3, 1991:	Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
June 17, 1991:	Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
July 15, 1991:	Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.
August 19, 1991:	Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

EXAMINATION MATTERS (cont.)

(9)

(cont.) October 21, 1991: Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

(10)

Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (File No. 3214-91)

November 4, 1991: Over to the meeting of November 18, 1991 at Ms. Dolan's request.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Local 535.

Rec: Adopt staff report; deny appeal of Patricia Dolan.

(11)

Challenge of specialized experience qualifications of eligible on Class 7334 Stationary Engineer eligible list E-43. (File No. 3637-91)

Rec: Adopt staff report; deny appeal of Charles O'Neill-Jones.

(12)

Appeal of staff's denial of protest of the oral/performance examination for Class 7233 Glazier Supervisor I. (File No. 3285-91)

Rec: Adopt staff report; deny appeal of Delmar Sanford.

(13)

Appeal of staff's denial of protests of examination for Class 7110 Mobile Equipment Assistant Supervisor. (File No. 3328-91)

Rec: Adopt staff report, deny appeals of Thomas Assereto, Walter Kelly, Michael B. Jones, and Anthony Sciortino.

EXAMINATION MATTERS (cont.)

- (14) Appeal of staff's denial of protest of terms of examination announcements for Classes 2946 Senior Eligibility Worker Supervisor and 2948 Senior Social Service Supervisor issued November 8, 1991. (File No. 3331-91)
- Rec: Adopt staff report; deny appeal of David Gabler.
- (15) Appeal of staff's denial of protest of terms of examination announcement for Class 2948 Senior Social Service Supervisor issued November 8, 1991. (File No. 3330-91)
- Rec: Adopt staff report; deny appeal of William Beiersdorfer.
- (16) Appeal of staff's denial of protest of minimum qualifications of the examination announcements for Class 2946 Senior Eligibility Worker Supervisor List A - All Programs except Staff Development, and Class 2946 List B - Staff Development only. (File No. 3332-91)
- Rec: Adopt staff report; deny appeal of Wanda Jung.
- (17) Appeal of background rejection for Class H2 Firefighter by James A. Smith. (File No. 3614-91)
- December 2, 1991: Over to the meeting of January 6, 1992 at Mr. Smith's request.
- Rec: Adopt staff report; deny appeal of James A. Smith.
- (18) Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (File No. 3622-91)
- Rec: Adopt staff report; deny appeal of Anthony R. Khatami.
- (19) Appeal of background rejection for Class H2 Firefighter by Ricardo A. del Barrio. (File No. 3618-91)
- Rec: Adopt staff report; deny appeal of Ricardo A. del Barrio.

EXAMINATION MATTERS (cont.)

- (20) Appeal of background rejection for Class H2 Firefighter by Michael J. Neil. (File No. 3623-91)

Rec: Adopt staff report; deny appeal of Michael J. Neil.

- (21) Appeal of background rejection for Class H2 Firefighter by Anthony J. Goodin. (File No. 3620-91)

Rec: Adopt staff report; deny appeal of Anthony J. Goodin.

- (22) Appeal of background rejection for Class H2 Firefighter by Dennis H. Alvarenga. (File No. 3616-91)

Rec: Adopt staff report; deny appeal of Dennis H. Alvarenga.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 6, 1992

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(23) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (24) Gloria C. Barnes, 1446 Secretary II, 44/CPE-23, Department of Public Works, Environmental Health and Safety, 12/12/91.

Recommendation of the Department of Public Works:

Approve. Reinstate to a position in the class from which promoted (Class 1424 Clerk Typist). Return name to the eligible list for Class 1446 Secretary II.

TERMINATION OF LIMITED TENURE APPOINTMENT

- (25) Darryl Watts, 1736 Computer Operator II, LT, Department of Public Health, Central Office, 10/30/91.

Recommendation of the Department of Public Health:

Approve. Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (26) Jonathan Pesner, Ph.D., 2574 Clinical Psychologist, 2/E-20,
Department of Public Health, Laguna Honda Hospital, 10/30/91.

December 2, 1991: Over to the meeting of January 6, 1992 at
Dr. Pesner's request.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General Manager,
Personnel after satisfactory completion of one year of work
experience outside the City and County service. Not to be employed
again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (27) Jose Pena-Mustell, 2806 Disease Control Investigator, 45/E-12,
Department of Public Health, Central Office, 8/15/91.

October 7, 1991: Off calendar at Mr. Pena-Mustell's request.
Mr. Pena-Mustell to notify the Assistant
Secretary when prepared to proceed. Mr.
Pena-Mustell to remain ineligible for all
employment in any position covered by the
civil service system of the City and County
of San Francisco pending final
determination of future employability.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future
employment in any position covered by the civil service system of
the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (28) Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of
Public Health, Laguna Honda Hospital, 10/15/91.

November 18, 1991: Over to the meeting of December 2, 1991 at
the request of the Department of Public
Health.

(28)

(cont.)

December 2, 1991:

Over to the meeting of January 6, 1992 at the request of Local 790.

Recommendation of the Department of Public Health:

Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(29)

Sandy Kelly, 7450 Shade and Drapery Worker, 1/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 11/19/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(30)

Adrian A. Diamond, 1424 Clerk Typist, 5/E-327, Adult Probation, Administration Office, 11/12/91.

Recommendation of the Adult Probation Department:

Return name to the eligible list from which appointed. Not to be employed again by the Adult Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(31)

Karen Pierce, 2969 Assistant Director, Social Services Programs, 6/CPE-4, Department of Social Services, 11/29/91.

Recommendation of the Department of Social Services:

Dismiss from the City and County Service. Future employment with Department of Social Services is subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience in a position comparable in level and scope to Class 2969.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (32) Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

DISMISSAL OF PERMANENT EMPLOYEE

- (33) Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 39.

October 21, 1991: Over to the meeting of November 18, 1991 at Mr. Shortis' request.

November 18, 1991: Over to the meeting of January 6, 1992 at Mr. Shortis' request. The Commission stipulated that this was the final continuance.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (34) Jimmie N. Carter, 7449 Sewer Service Worker, 4/CPE-3, Department of Public Works, Street and Sewer Division, 10/3/91.

November 4, 1991: Over to the meeting of December 2, 1991 at Mr. Carter's request.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of the Department of Public Works.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (35) Barbara Mickins, 2830 Public Health Nurse, 18/E-84, Department of Public Health, Community Public Health Services, 8/2/91.

November 4, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health. Over to the meeting of January 6, 1992 at the request of Local 790.

Recommendation of the Department of Public Health:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

(36) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(37) ADJOURNMENT



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

JANUARY 6, 1992

ROOM 282 CITY HALL

4:30 p.m.

ITEM NO.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

DOCUMENTS 0077.

JAN 6 1992
SAN FRANCISCO
PUBLIC LIBRARY



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

JANUARY 27, 1992

ROOM 52A (BASEMENT) CITY HALL

5 p.m.

DEPOSITORY ITEM
JAN 22 1992
SAN FRANCISCO
PUBLIC LIBRARY

ITEM NO.

- (1) Review of request for approval of proposed personal services contract. (File No. 1004-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
369-91/92	Public Works	SOHA/K.N. Tuan (J.V.)

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (2) Salary Standardization - Fiscal Year 1992-93. (File No. 2007-92)

Rec: Adopt staff report; post for two weeks, forward to the Board of Supervisors.

- (3) Pay Equity Report for Fiscal Year 1992-93. (File No. 2012-92)

Rec: Adopt staff report; forward to the Mayor and the Board of Supervisors.

- (4) Civil Service Commission Preliminary Budget Request, Fiscal Year 1992-93. (File No. 4081-92)

Open for discussion.



Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

John J. Walsh,
General Manager, Personnel

Albert C. Walker,
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

FEBRUARY 3, 1992

2:00 p.m.

ROOM 282 CITY HALL

ORDER OF BUSINESS

Part I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

- Classification Matters
- Compensation Matters
- Examination Matters
- In-Service Matters

Part II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 3, 1992

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Regular Meeting of January 6, 1992.

Rec: Approve.

B. Special Meeting of January 6, 1992.

Rec: Approve.

C. Special Meeting of January 27, 1992.

Rec: Approve.

(4) ANNOUNCEMENTS.

A. Executive Session, February 3, 1992, 12 Noon.

B. Other Announcements.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH J.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1006-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
370-91/92	Controller	DAPRU, Inc.
371-91/92	Controller	J. Umbay and Associates
372-91/92	Mayor's Office	Real Alternatives Program, Inc.
373-91/92	Mayor's Office	Chinatown Youth Center
374-91/92	Mayor's Office	Visitacion Valley Community Center
375-91/92	Mayor's Office	San Francisco S.A.F.E.
376-91/92	Mayor's Office	Ella Hill Hutch Community Center
377-91/92	Mayor's Office	Potrero Hill Neighborhood House
378-91/92	Mayor's Office	Bayview-Hunter's Point Foundation
379-91/92	Mayor's Office	O.M.I. Pilgrim Community Center
380-91/92	Mayor's Office	OMI Pilgrim Center
381-91/92	Public Health	UCSF/AIDS Health Project
382-91/92	Public Health	UCSF/AIDS Health Project
383-91/92	Public Health	Bay Area Medical Transcription
384-91/92	Public Health	California Medical Transcription, Inc.
385-91/92	Public Health	Center on Juvenile and Criminal Justice, Inc.
386-91/92	Public Health	Eclectic Communications, Inc.
387-91/92	Public Health	Forensic Health Care, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
388-91/92	Public Health	Shanti Project
389-91/92	Public Health	Shanti Project
390-91/92	Public Health	UCSF/AIDS Health Project
391-91/92	Public Health	San Francisco AIDS Foundation
392-91/92	Public Health	Home Care Companions, Inc.
393-91/92	Public Health	Bayview Hunters Point Foundation
394-91/92	Public Health	MedCal Data Systems, Inc.
395-91/92	Public Utilities Commission	S.F. League of Urban Gardeners (S.L.U.G.)
396-91/92	Public Utilities Commission	Brown, Vence & Associates
397-91/92	Public Utilities Commission	McLeod & Associates
398-91/92	Public Utilities Commission	David M. Dornbusch & Company, Inc.
399-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
400-91/92	Public Utilities Commission	Manna Consultants, Inc.
401-91/92	Public Utilities Commission	Murray, Burns & Kienlen
402-91/92	Public Utilities Commission	Jackson Research Projects
403-91/92	Public Utilities Commission	Geo/Resource Consultants, Inc.
404-91/92	Real Estate	Clifford Associates
405-91/92	Retirement	Provident Investment Counsel

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
406-91/92	Retirement	Dietche & Field Advisers, Inc.
407-91/92	Retirement	Lehman Ark Management Co.
408-91/92	Social Services	Alternative Family Services, Inc.
409-91/92	Social Services	Ruth Rankin
410-91/92	Social Services	Diane Fritz
411-91/92	Social Services	Nailah House, Inc.
412-91/92	Social Services	Hickman Homes, Inc.
413-91/92	Social Services	Robert L. Tufel

The following proposed personal services contract summary is from the Department of Public Health with Short-Doyle funding.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
414-91/92	Public Health	S.F. Drug Abuse Advisory Board, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of action on Airfield Safety Officer.
(File No. 1168-91)

Existing Class
Title and Rate

9212 Airfield Safety Officer
(Sch. 56.0 \$1407B1706)

Recommendation

Amend the class specification for Class 9212 Airfield Safety Officer. Draft class specification as detailed in the staff report.

January 6, 1992: Matter related to Class 9212 Airfield Safety Officer referred to staff; over to the meeting of February 3, 1992.

Rec: Adopt staff report.

(C) Classification of positions in various City departments.
(File No. 1007-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller	1	1652 Senior Accountant (Sch. 54.6 \$1316B1596)	Same
Convention Facilities Management	1	A520 Director, Convention Facilities (J, \$3169B3169)	Establish Class 1103 Director, Convention Facilities (J,Z \$3169B3169) Draft class specification as detailed in the staff report.
Airport	1	1824 Principal Administrative Analyst (Sch. 63.3 \$2004B2435)	Establish Class 9245 Airport Business Development Coordinator (Sch. 63.3 \$2004B2435) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2018-92)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Pauline Fisher 2708 Custodian	SFUSD	5	5
Kenneth Ford 2708 Custodian	SFUSD	5	5

(D)(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
John F. Conrad 9381 Director, Internal Services	Port	5	5
James A. Fong 5360 Civil Engineering Assistant I	Public Utilities Commission	5	5
Vallan Tyree 8158 Family Support Investigator II	District Attorney	5	5
Ronald Espinoza 8321 Counselor, Boys Ranch School	Juvenile Probation	5	5
Craig Jacobsen 8176 Trial Attorney	District Attorney	5	5
All Appointments in Class 3453 Assistant Agricultural Commissioner-Sealer of Weights and Measures	Agriculture Commission	5	5

Rec: Adopt staff report.

- (E) Status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer, per Charter Section 3.503-3. (File No. 1163-91)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Attorney Sylvia Courtney.

Rec: Adopt staff report. Grant status to all permanent incumbents in Class 8222 Housing Police Officer to Class Q2 Police Officer as of January 1, 1992, provided that the individuals comply with the provisions enumerated in Charter Section 3.530-3, as amended on November 5, 1991.

- (F) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4129-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (G) Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles, to implement Proposition D (November 5, 1991 election). (File No. 6634-91)

January 6, 1992: Post for adoption at the meeting of February 3, 1992.

Rec: Adopt.

- (H) Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.02 - Seniority - Defined, Subsection (E) relating to the breaking of ties in seniority for layoff purposes. (File No. 6635-91)

January 6, 1992: Post for adoption following completion of meet and confer obligations with employee organizations.

Rec: Adopt.

- (I) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (File No. 4108-92)

Rec: Post for adoption.

- (J) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to eighteen (18) months. (File No. 4115-92)

Rec: Post for adoption.

REGULAR CALENDAR

(6) GENERAL MANAGER'S REPORT.

- Examination Division: Report by the Division Manager.

(7) COMMISSIONERS' NEW BUSINESS.

IN-SERVICE MATTERS

- (8) Consideration of the City and County Employee Performance Evaluation System. (File No. 4130-92)

Open for discussion.

EXAMINATION MATTERS

- (9) Appeal of background rejection for Class 02 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990:	Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
June 3, 1991:	Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
June 17, 1991:	Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
July 15, 1991:	Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.
August 19, 1991:	Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.
October 21, 1991:	Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.
December 2, 1991:	Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

EXAMINATION MATTERS (cont.)

- (9)
(cont.) January 6, 1992: Over to the meeting of February 3, 1992 at
 the request of the San Francisco Police
 Department.
- Rec: Adopt staff report; deny appeal; sustain the decision of the
 Chief of Police.
- (10) Appeal of background rejection for Class Q2 Police Officer by
 Charles Smith. (File No. 3324-91)
- Rec: Adopt staff report; deny appeal; sustain the decision of the
 Chief of Police.
- (11) Appeal of background rejection for Class Q2 Police Officer by James
 G. Couch. (File No. 3329-91)
- Rec: Adopt staff report; deny appeal; sustain the decision of the
 Chief of Police.
- (12) Appeal of background rejection for Class Q2 Police Officer by Jon R.
 Tocchini. (File No. 3525-91)
- Rec: Adopt staff report; deny appeal; sustain the decision of the
 Chief of Police.
- (13) Appeal of background rejection for Class H2 Firefighter by
 James A. Smith. (File No. 3614-91)
- December 2, 1991: Over to the meeting of January 6, 1992 at
 Mr. Smith's request.
- January 6, 1992: Over to the meeting of February 3, 1992 at
 Mr. Smith's request.
- Rec: Adopt staff report; deny appeal; sustain the decision of the
 Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

- (14) Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (File No. 3622-91)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (15) Appeal of background rejection for Class H2 Firefighter by Michael J. Neil. (File No. 3623-91)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Mr. Neil's attorney.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (16) Appeal of background rejection for Class H2 Firefighter by Anthony J. Goodin. (File No. 3620-91)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Goodin's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (17) Appeal of background rejection for Class H2 Firefighter by Terence J. Palu. (File No. 3619-91)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Mr. Palu's attorney.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

- (18) Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (File No. 3214-91)
- November 4, 1991: Over to the meeting of November 18, 1991 at Ms. Dolan's request.
- November 18, 1991: Over to the meeting of January 6, 1992 at the request of Local 535.
- January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 535.
- Rec: Adopt staff report; deny appeal of Patricia Dolan.
- (19) Appeal of staff's denial of protest of score for examination in Class 2895 Deputy Director of Health, Mental Health Programs. (File No. 3023-92)
- Rec: Adopt staff report; deny appeal of Ray Rivera.
- (20) Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (File No. 3321-91)
- Rec: Adopt staff report; deny appeal of Nzinga Nyagua.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 3, 1992

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(21) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF LIMITED TENURE APPOINTMENT

(22) Darryl Watts, 1736 Computer Operator II, LT, Department of Public Health, Central Office, 10/30/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 21.

Recommendation of the Department of Public Health:

Approve. Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(23) Estela Lima, 2302 Orderly, 21/E-331, Department of Public Health, Laguna Honda Hospital, 9/20/91.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Department of Public Health.

November 4, 1991: Off calendar at the request of the Department of Public Health.

(23) Recommendation of the Department of Public Health:
(cont.)

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(24) Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Local 790.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(25) Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (26) Karen Pierce, 2969 Assistant Director, Social Services Programs, 6/CPE-4, Department of Social Services, 11/29/91.

January 6, 1992: Over to the meeting of February 3, 1992 at Ms. Pierce's request.

Recommendation of the Department of Social Services:

Dismiss from the City and County Service. Future employment with Department of Social Services subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience in a position comparable in level and scope to Class 2969.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (27) Sandy Kelly, 7450 Shade and Drapery Worker, 1/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 11/19/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 790.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (28) Susie Bender, 2110 Medical Records Clerk, 2/CPE-17, Department of Public Health, San Francisco General Hospital Medical Center, 12/31/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (29) Cornelis van Aalst, 2110 Medical Records Clerk, 13/E-17, Department of Public Health, San Francisco General Hospital Medical Center, 11/22/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (30) Johanna Francis, 1720 Data Entry Operator, HOP-1/11-U, Department of Public Health, AIDS Office, 12/20/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF TEMPORARY APPOINTMENT

- (31) Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91.

Recommendation of the Juvenile Probation Department:

Not to be employed again by the Juvenile Probation Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (32) Maria T. Guerrero, 1424 Clerk Typist, 18/E-42, Treasurer/Tax Collector, 12/5/91.

Recommendation of the Treasurer/Tax Collector's Office:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (33) Reginald Stuart, 2736 Porter, 100/E-52, Department of Public Health, Laguna Honda Hospital, 12/24/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (34) Ricardo Mena, 7514 General Laborer, 63/E-5, Public Utilities Commission, San Francisco Municipal Railway, 12/20/91.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

- (35) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

- (36) ADJOURNMENT



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

FEBRUARY 3, 1992

ROOM 282 CITY HALL

4:30 p.m.

DOCUMENTS DEPT.

FEB 3 - 1992

PUBLIC LIBRARY

ITEM NO.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

PERSONS WHO WISH TO ADDRESS THE COMMISSION DURING THIS SPECIAL MEETING MUST COMPLETE A "REQUEST TO ADDRESS THE COMMISSION" CARD AND SUBMIT IT TO THE ASSISTANT SECRETARY, CIVIL SERVICE COMMISSION, ROOM 153 CITY HALL BY 12 NOON ON MONDAY, FEBRUARY 3, 1992. REQUESTS MAY BE SUBMITTED BY TELEPHONE BY CALLING 554-4747 BEFORE 12 NOON ON FEBRUARY 3. OFFICE HOURS ARE 8 A.M. TO 5 P.M., MONDAY THROUGH FRIDAY.



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
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EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

MARCH 2, 1992

ROOM 282 CITY HALL

1:30 p.m.

DOCUMENTS DEPT.

FEB 26 1992

SAN FRANCISCO
PUBLIC LIBRARY

ITEM NO.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

February 3, 1992: Over to a Special Meeting on March 2, 1992 at 1:30 p.m.

N O T I C E

PERSONS WHO WISH TO ADDRESS THE COMMISSION DURING THIS SPECIAL MEETING MUST COMPLETE A "REQUEST TO ADDRESS THE COMMISSION" CARD AND SUBMIT IT TO THE ASSISTANT SECRETARY, CIVIL SERVICE COMMISSION, ROOM 153 CITY HALL BY 12 NOON ON MONDAY, MARCH 2, 1992. REQUESTS MAY BE SUBMITTED BY TELEPHONE BY CALLING 554-4747 BEFORE 12 NOON ON MARCH 2. OFFICE HOURS ARE 8 A.M. TO 5 P.M., MONDAY THROUGH FRIDAY.

— FROM —

SAN FRANCISCO CIVIL SERVICE COMMISSION

151 CITY HALL • SAN FRANCISCO, CALIFORNIA 94102

To



Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

John J. Walsh,
General Manager, Personnel

Albert C. Walker,
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

MARCH 2, 1992

ROOM 282 CITY HALL

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER,
DEPUTY SHERIFF AND FIREFIGHTER
CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

EMPLOYEE COMPENSATION MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 2, 1992

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Regular Meeting of February 3, 1992.

Rec: Approve.

B. Special Meeting of February 3, 1992, 2 p.m.

Rec: Approve.

C. Special Meeting of February 3, 1992, 4:30 p.m.

Rec: Approve.

(4) RESOLUTION OF COMMENDATION.

Jan Rogers, Senior Personnel Analyst, Civil Service Commission, for outstanding performance.

Rec: Adopt.

(5) ANNOUNCEMENTS.

A. Executive Session, February 19, 1992.

B. Executive Session, March 2, 1992.

C. Other Announcements.

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH M.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1020-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
415-91/92	Arts Commission	Mark Di Suvero
416-91/92	Arts Commission	National Assembly of Local Arts Agencies (NALAA)
417-91/92	California Academy of Sciences	Eugene Lew and Associates
418-91/92	Human Rights Commission	Project Sentinel
419-91/92	Public Health	S.F. Project Inform
420-91/92	Public Health	S.F. Suicide Prevention
421-91/92	Public Health	Shanti Project
422-91/92	Public Health	Shanti Project
423-91/92	Public Health	Shanti Project
424-91/92	Public Health	St. Mary's Hospital and Medical Center
425-91/92	Public Health	University of California, Center on Deafness
426-91/92	Public Health	University of California, S.F., AIDS Health Project

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
427-91/92	Public Health	University of the Pacific School of Dentistry
428-91/92	Public Health	Westside Community Mental Health Center
429-91/92	Public Health	Catholic Charities of San Francisco
430-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
431-91/92	Public Health	Continuum HIV Day Services
432-91/92	Public Health	National Association of Black and White Men Together/EACH
433-91/92	Public Health	Larkin Street Youth Center
434-91/92	Public Health	National Association of Black and White Men Together (NABWMT)
435-91/92	Public Health	Project Open Hand
436-91/92	Public Health	Project Open Hand
437-91/92	Public Health	S.F. AIDS Foundation
438-91/92	Public Health	S.F. Community Clinic Consortium
439-91/92	Public Health	S.F. Food Bank
440-91/92	Public Health	AIDS Legal Referral Panel
441-91/92	Public Health	Bayview Hunter's Point Foundation (AIAI)
442-91/92	Public Health	AIDS Indigent Direct Services
443-91/92	Public Health	AIDS Indigent Direct Services

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
444-91/92	Public Health	AIDS Benefits Counselors
445-91/92	Public Health	AIDS Emergency Fund
446-91/92	Public Health	Health Outreach Team
447-91/92	Public Health	Hartford Street Zen Center
448-91/92	Public Health	Golden Gate Community/Bridge for Kids
449-91/92	Public Health	Gay Asian Pacific Alliance Community HIV Project
450-91/92	Public Health	Family Service Agency of San Francisco
451-91/92	Public Health	El Instituto Familiar de la Raza
452-91/92	Public Health	Catholic Charities of S.F.
453-91/92	Public Health	California Pacific Medical Center/ Operation Concern
454-91/92	Public Health	California Pacific Medical Center/ Visiting Nurses and Hospice
455-91/92	Public Health	Physical and Occupational Therapy Registry
456-91/92	Public Health	Bayview Hunter's Point Foundation
457-91/92	Public Health	Bay Area Addiction Research and Treatment (BAART)
458-91/92	Public Health	Haight Ashbury Free Medical Clinic

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
459-91/92	Public Health	Westside Community Mental Health
460-91/92	Public Health	UCSF-Division of Adolescent Medicine- Teen Clinic
461-91/92	Public Health	Bay Area Addiction Research and Treatment (BAART)
462-91/92	Public Health	Community Board Program, Inc.
463-91/92	Public Works	Michael Willis, Architect
464-91/92	Public Works	A.G.S., Inc.
465-91/92	Public Works	Testing Engineers, Inc.
466-91/92	Public Works	Martinez Autocad Training Center
467-91/92	Real Estate	Hamilton/Simons and Associates
468-91/92	Real Estate	The Maclin Group
469-91/92	Real Estate	Valuation Associates
470-91/92	Real Estate	F. Dean Bailey-Real Estate
471-91/92	Social Services	Visions, Inc.
472-91/92	Social Services	Family Service Agency
473-91/92	Social Services	S.F. Child Abuse Council
474-91/92	Social Services	Independent Housing Services
475-91/92	Social Services	St. Vincent de Paul
476-91/92	Public Works	ARCOST/CPM GROUP

(A)(cont.)

The following proposed personal services contract summary is from the Department of Public Health with Short-Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
477-91/92	Public Health	Horizons Unlimited of S.F., Inc.
478-91/92	Public Health	Ramsell Corporation

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1021-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Social Services	1	7524 Institution Utility Worker (Sch. 47.2 \$925B1120)	Same
	11	1426 Senior Clerk Typist (Sch. 47.9 \$956B1158)	Same
	68	2905 Senior Eligibility Worker (Sch. 51.7 \$1147B1388)	Same
	13	2907 Eligibility Worker Supervisor (Sch. 55.0 \$1342B1626)	Same
	1	2946 Senior Eligibility Worker Supervisor (Sch. 59.5 \$1666B2023)	Same
Public Health/SFGH	1	9744 Staff Assistant VI, Special Project (\$2091B2091)	1824 Principal Administrative Analyst (Sch. 63.3 \$2004B2435)
Public Health/DMSF	1	2588 Health Worker IV (Sch. 52.6 \$1197B1450)	1840 Junior Management Assistant (Sch. 52.3 \$1180B1429)

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/DMSF	1	2322 Head Nurse (\$2135B2754)	Same
	1	2322 Head Nurse (\$2135B2754)	Same
PUC/Water	1	A887 Assistant Superintendent, Water Treatment Facilities (J, \$2014B2449)	Establish new Class 5148 Assistant Superintendent, Water Treatment Facilities (J,Z Sch. 63.4 \$2014B2449)

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
9148 Director of Community Affairs, Municipal Railway (Sch. 65.6 \$2242B2726)	Retitle and amend the class specification to 9148 Director of Community Affairs. Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2046-92)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Joan Schwartz 2574 Clinical Psychologist	Public Health	5	5

(C)(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Ann Clay 1516 Confidential Secretary to the Superintendent, SFCCD	SFCCD	5	5
Albert Diaz 2145 Hospital Associate Administrator	Public Health	5	5
Hadley Roff 1580 Executive Deputy, Mayor's Office	Mayor's Office	3	3
Pamela Satterwhite 1549 Secretary, Juvenile Probation Commission	Juvenile Probation	2	2
Chloe Torres 8132 District Attorney Investigative Assistant	District Attorney	3	3
Mark Yesitis 9209 Airport Police Services Aide	Airport	3	3
All Appointments in Class 2536 Respiratory Care Practitioner	Public Health	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Delores McCray 1824 Principal Administrative Analyst	Airport	3	3 6/30/92
Mele Smith 2591 Health Program Coordinator II	Public Health	4	4 6/30/92

(C)(cont.)

2. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Debra Thayer 1874 Senior Programmer Analyst	Controller	5	5 6/30/92
Joseph Collins 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Samuel Haskins 8162 Rent Board Hearing Officer	Rent Board	2	2 6/30/92
Arthur DeLeon 6138 Industrial Hygienist	Public Health	4	4 6/30/92
Larry Woodside 1819 MIS Specialist III	Public Health	4	4 6/30/92
As Needed appointments in Class 2542 Speech Pathologist	Public Health	4	4 6/30/92

Rec: Adopt staff report.

- (D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2070-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (E) Status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer, per Charter Section 3.503-3. (File No. 1163-91)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of attorney Sylvia Courtney.

(E)(cont.)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of attorney Sylvia Courtney.

Rec: Adopt staff report. Grant status to all permanent incumbents in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer as of January 1, 1992, provided that the individuals comply with the provisions enumerated in Charter Section 3.530-3, as amended on November 5, 1991.

(F) Request from the Department of Public Health to amend and retitle the specification for Class 2302 Orderly.
(File No. 1017-92)

Rec: Adopt staff report.

1. Amend and retitle the specification for Class 2302 Orderly (Sch. 49.3 \$1022B1237). Salary and status of incumbents remains unchanged.
2. Amend the Annual Salary Ordinance Sections 072000, 830220, 830240, 850000, and 860100.

(G) Request from the Public Utilities Commission, Hetch Hetchy Water and Power, to use a class in the Staff Assistant, Special Project series to perform computer modeling and training services. (File No. 1022-92)

Rec: Adopt staff report.

1. Approve use of Class 9742 Staff Assistant V, Special Project (\$1812 bi-weekly) to perform computer modeling and training services at the Public Utilities Commission, Hetch Hetchy Water and Power through June 30, 1993 pending further review and the possible creation of a new classification.
2. Authorize the temporary exempt appointment of James Bowen through June 30, 1993.

- (H) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (File No. 4108-92)

February 3, 1992: Post for adoption.

Rec: Adopt.

- (I) Proposed Charter amendment transferring functions and personnel of the County Clerk to the Department of Governmental Services, City and County of San Francisco. (File No. 1013-92)

Rec: Adopt staff report. Endorse Charter amendment relating to transferring functions and personnel of the County Clerk to the Department of Governmental Services, City and County of San Francisco (File No. 273-91-1).

- (J) Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence. (File No. 4259-92)

Rec: Post for adoption following meet and confer with employee organizations.

- (K) Future employability of Curt Svitak, Class 2930 Psychiatric Social Worker, Department of Public Health. (File No. 4250-92)

Rec: Adopt staff report; no future employment with the Department of Public Health.

- (L) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4244-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(M) Proposed Charter amendment (First Draft; Board File No. 257-91-1) amending Section 3.551 relating to the exempt appointment of the Chief Veterinarian of the Zoo, Recreation and Park Department. (File No. 1014-92)

Rec: Adopt staff report; endorse proposed Charter amendment amending Section 3.551 relating to the appointment and removal of the Chief Veterinarian of the Zoo, Recreation and Park Department.

REGULAR CALENDAR

(7) GENERAL MANAGER'S REPORT.

- Examination Division: Report by the Division Manager.
February 3, 1992: Over to the meeting of March 2, 1992.

(8) COMMISSIONERS' NEW BUSINESS.

IN-SERVICE MATTERS

(9) Consideration of the City and County Employee Performance Evaluation System. (File No. 4130-92)

February 3, 1992: Over to the meeting of March 2, 1992.

Open for discussion.

(10) Request for hearing from Kitrina O'Shea regarding separation from her non-civil service appointment. (File No. 4251-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

(11) Challenge of specialized experience qualifications of eligible on Class 7334 Stationary Engineer eligible list E-43. (File No. 3637-91)

January 6, 1992: Over to the meeting of March 2, 1992 at Mr. O'Neill-Jones' request.

Rec: Adopt staff report; deny appeal of Charles O'Neill-Jones.

EXAMINATION MATTERS (cont.)

- (12) Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (File No. 3214-91)
- November 4, 1991: Over to the meeting of November 18, 1991 at Ms. Dolan's request.
- November 18, 1991: Over to the meeting of January 6, 1992 at the request of Local 535.
- January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 535.
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Local 535.
- Rec: Adopt staff report; deny appeal of Patricia Dolan.
-
- (13) Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (File No. 3321-91)
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Ms. Nzinga Nyagua's attorney.
- Rec: Adopt staff report; deny appeal of Nzinga Nyagua.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 2, 1992

PART II - 3 p.m.

A P P E A L S B Y P O L I C E O F F I C E R , D E P U T Y S H E R I F F
A N D
F I R E F I G H T E R C A N D I D A T E S

(14) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(15) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990:	Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
June 3, 1991:	Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
June 17, 1991:	Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
July 15, 1991:	Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.
August 19, 1991:	Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

EXAMINATION MATTERS (cont.)

- (15) October 21, 1991: Over to the meeting of December 2, 1991 at
(cont.) the request of Mr. Marchand's attorney.
- December 2, 1991: Over to the meeting of January 6, 1992 at
the request of Mr. Marchand's attorney.
- January 6, 1992: Over to the meeting of February 3, 1992 at
the request of the San Francisco Police
Department.
- February 3, 1992: Over to the meeting of March 2, 1992 at the
request of the San Francisco Police
Department due to lack of a full Commission.
- Rec: Adopt staff report; deny appeal; sustain the decision of the
Chief of Police.
- (16) Appeal of background rejection for Class Q2 Police Officer by
Charles Smith. (File No. 3324-91)
- February 3, 1992: Over to the meeting of March 2, 1992.
- Rec: Adopt staff report; deny appeal; sustain the decision of the
Chief of Police.
- (17) Appeal of background rejection for Class Q2 Police Officer by James
G. Couch. (File No. 3329-91)
- February 3, 1992: Over to the meeting of March 2, 1992 at the
request of Mr. Couch's attorney.
- Rec: Adopt staff report; deny appeal; sustain the decision of the
Chief of Police.
- (18) Appeal of background rejection for Class Q2 Police Officer by
Anne F. McConnon. (File No. 3025-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the
Chief of Police.
- (19) Appeal of background rejection for Class Q2 Police Officer by
Geary J. Horikiri. (File No. 3035-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the
Chief of Police.

EXAMINATION MATTERS (cont.)

- (20) Appeals of staff denial of protests of oral examination for Class Q2 Police Officer. (File No. 3040-92)

Rec: Adopt staff report; deny appeals of Josie Y. Dea, Patrick E. Hannigan and Leon K. Jew.

- (21) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.

Rec: Adopt staff report; deny appeal; sustain the decision of the Sheriff.

- (22) Appeal of background rejection for Class H2 Firefighter by James A. Smith. (File No. 3614-91)

December 2, 1991: Over to the meeting of January 6, 1992 at Mr. Smith's request.

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Smith's request.

February 3, 1992: Over to the meeting of March 2, 1992 at Mr. Smith's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

(23) Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (File No. 3622-91)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 2, 1992

PART III - 4 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(24) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF TEMPORARY APPOINTMENT

- (25) Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

Rec: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

TERMINATION OF LIMITED TENURE APPOINTMENT

- (26) Darryl Watts, 1736 Computer Operator II, LT, Department of Public Health, Central Office, 10/30/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 21.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Approve. Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (27) Gladys Palma, 1426 Senior Clerk Typist, 13/CPE-206, Department of Public Works, Building Inspection, 11/13/90.

February 4, 1991: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity Unit.

Recommendation of the Department of Public Health:

Return name to the eligible list in Class 1426 Senior Clerk Typist. Not to be employed again by the Department of Public Works.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (28) Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Local 790.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the Department of Public Health.

February 3, 1992: Over to the meeting of March 2, 1992 by Commission action. The Director of Health is requested to direct that Mr. Orzynski's immediate supervisor be present on March 2, 1992 to testify in this matter before the Commission.

Recommendation of the Department of Public Health:

Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (29) Susie Bender, 2110 Medical Records Clerk, 2/CPE-17, Department of Public Health, San Francisco General Hospital Medical Center, 12/31/91.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Local 790.

(29) Recommendation of the Department of Public Health:

(cont.)

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(30) Karen Pierce, 2969 Assistant Director, Social Services Programs, 6/CPE-4, Department of Social Services, 11/29/91.

January 6, 1992: Over to the meeting of February 3, 1992 at Ms. Pierce's request.

February 3, 1992: Over to the meeting of March 2, 1992 by Commission action. The General Manager of the Department of Social Services is requested to direct that Ms. Pierce's immediate supervisor be present on March 2, 1992 to testify in this matter before the Commission.

Recommendation of the Department of Social Services:

Dismiss from the City and County Service. Future employment with Department of Social Services subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience in a position comparable in level and scope to Class 2969.

DISMISSAL OF PERMANENT EMPLOYEE

(31) Edgar Orantes, 3302 Vendor, 18/E-5, Recreation and Park Department, 1/17/92.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 2, 1992

PART IV - 5 p.m.

EMPLOYEE COMPENSATION MATTERS

N O T I C E

PERSONS WHO WISH TO ADDRESS THE COMMISSION DURING THE PART IV CALENDAR MUST COMPLETE A "REQUEST TO ADDRESS THE COMMISSION" CARD AND SUBMIT IT TO THE ASSISTANT SECRETARY, CIVIL SERVICE COMMISSION, ROOM 153 CITY HALL BY 12 NOON ON MONDAY, MARCH 2, 1992. REQUESTS MAY BE SUBMITTED BY TELEPHONE BY CALLING 554-4747 BEFORE 12 NOON ON MARCH 2. OFFICE HOURS ARE 8 A.M. TO 5 P.M., MONDAY THROUGH FRIDAY.

- (32) Salary adjustments arising out of the Salary Standardization process for 1992-93. (File No. 2069-92)

Rec: Adopt staff report; notify and forward to the Board of Supervisors.

- (33) Reconsideration of staff denial of internal adjustment to restore a 2.0 step (10%) differential between Classes 3417 Gardener and 7514 General Laborer. (File No. 2038-92)

Rec: Adopt staff report; deny request.

- (34) Reconsideration of staff denial to grant 2.0 steps internal adjustment to Classes 1812 Assistant Retirement Analyst and 1813 Retirement Analyst. (File No. 2039-92)

Rec: Adopt staff report; deny request.

- (35) Reconsideration of staff denial to restore parity between Classes 4306 Collections Officer and 1637 Patient Accounts Clerk and adjust Class 4308 Senior Collections Officer and 4366 Collection Supervisor accordingly. (File No. 2041-92)

Rec: Adopt staff report; deny request.

EMPLOYEE COMPENSATION MATTERS

- (36) Reconsideration of staff denial of a request for an internal adjustment for Class 2532 Paramedic. (File No. 2052-92)

Rec: Adopt staff report; deny request.

- (37) Reconsideration of staff denial of a request from Operating Engineers, Local 3, on behalf of the Deputy Sheriffs Association for payment of a jail premium. (File No. 2053-92)

Rec: Adopt staff report; deny request to authorize payment of a jail premium.

- (38) Reconsideration of staff denial of a request for a salary adjustment for Class 3208 Pool Lifeguard. (File No. 2056-92)

Rec: Adopt staff report; deny request.

- (39) Reconsideration of staff denial of a request for an internal adjustment for Class 7206 Asbestos Worker III. (File No. 2062-92)

Rec: Adopt staff report; deny request.

- (40) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(41)

ADJOURNMENT

In memory of Dr. Donald C. Wallace, former Director of the Dental Bureau, Department of Public Health.



City and County of San Francisco

CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

MARCH 16, 1992

ROOM 282 CITY HALL

1:30 p.m.

DOCUMENTS DEPT.

MAR 12 1992

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ITEM NO.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

PERSONS WHO WISH TO ADDRESS THE COMMISSION DURING THIS SPECIAL MEETING MUST COMPLETE A "REQUEST TO ADDRESS THE COMMISSION" CARD AND SUBMIT IT TO THE ASSISTANT SECRETARY, CIVIL SERVICE COMMISSION, ROOM 153 CITY HALL BY 12 NOON ON MONDAY, MARCH 16, 1992. REQUESTS MAY BE SUBMITTED BY TELEPHONE BY CALLING 554-4747 BEFORE 12 NOON ON MARCH 16. OFFICE HOURS ARE 8 A.M. TO 5 P.M., MONDAY THROUGH FRIDAY.



Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

John J. Walsh,
General Manager, Personnel

Albert C. Walker,
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

MARCH 16, 1992

ROOM 282 CITY HALL

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

PART II, 2:00 p.m.

SPECIAL ORDER OF BUSINESS

PART III, 2:30 p.m.

APPEALS BY POLICE OFFICER,
DEPUTY SHERIFF AND FIREFIGHTER
CANDIDATES

PART IV, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART V, 5:00 p.m.

EMPLOYEE COMPENSATION MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION
REGULAR MEETING - MARCH 16, 1992

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA

(3) MINUTES.

A. Regular Meeting of March 2, 1992.

Rec: Approve.

B. Special Meeting of March 2, 1992.

Rec: Approve.

(4) RESOLUTIONS OF COMMENDATIONS.

A. Mary Jelenich, Chief Payroll and Personnel Clerk, Controller's Office, on her retirement after twenty-three (23) years of service.

Rec: Adopt.

B. Frances Kaplan, Executive Assistant to the General Manager, Personnel, Civil Service Commission, on her retirement after thirty (30) years of service.

Rec: Adopt.

C. Monte Mansir, Assistant Division Manager, Personnel, Civil Service Commission, on his retirement after thirty (30) years of service.

Rec: Adopt.

D. John Rattunde, Principal Personnel Analyst, Civil Service Commission, on his retirement after twenty-six (26) years of service.

Rec: Adopt.

(5) ANNOUNCEMENTS

- A. Executive Session, March 13, 1992.
- B. Other Announcements.

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH G.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1026-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
479-91/92	Airport	Geotechnical Consultants, Inc.
480-91/92	Airport	Diane M. Rubin, C.P.A.
481-91/92	Arts Commission	Cheryl Riley
482-91/92	Arts Commission	Nayland Blake
483-91/92	City Planning	Rai Okamoto
484-91/92	Controller	Mastech Corporation
485-91/92	Human Rights Commission	Polaris Research and Development
486-91/92	Public Health	Walden House, Inc.
487-91/92	Public Health	Genesis Church and Ecumenical Center
488-91/92	Public Health	18th Street Services
489-91/92	Public Health	Baker Places, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
490-91/92	Public Health	University of California-College Work Study Program
491-91/92	Public Health	Asian American Recovery Services - Philipino Early Invervention Project (AARS-PEIP)
492-91/92	Public Health	Haight Ashbury Free Clinic, Inc.
493-91/92	Public Health	Coalition for Immigration Rights and Refugee Services/CIRRS
494-91/92	Public Health	Chronic Fatigue Immune Dysfunction Syndrome Fund, Inc.
495-91/92	Public Health	California Children's Home, Inc.
496-91/92	Public Utilities Commission	Ronald Yoshiyama, Ph.D.
497-91/92	Public Utilities Commission	Westin Engineering, Inc.
498-91/92	Public Utilities Commission	P.G.H. Wong Engineering
499-91/92	Public Works	Cygna Olmn Desai
500-91/92	Public Works	H.J. Brunnier Associates
501-91/92	Public Works	Technical Roof Services, Inc.
502-91/92	Public Works	Arcost/CPM Group
503-91/92	Public Works	Fong & Chan Architects
504-91/92	Social Services	Ralph Andersen and Associates
505-91/92	Public Health	Genisys Decision Corporation

(A)(cont.)

The following proposed personal services contract summary is from the Department of Public Health with Short/Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
506-91/92	Public Health	Women's Alcoholism Center, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1027-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGH	2	2233 Supervising Physician Specialist (Sch. 70.9 \$2902B3527)	Same

Rec: Adopt staff report.

(C) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4331-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (D) Request for temporary exempt status for elections and polls workers in the Office of the Registrar of Voters.
(File No. 4336-92)

Rec: Adopt staff report; approve request to grant temporary exempt status to as-needed employees in the Office of the Registrar of Voters in Classes 1403 Elections Clerk, 1404 Clerk and 1471 Elections Worker, for the period from January 1, 1992 through June 30, 1993.

- (E) Request that announcements for Classes 7334 Stationary Engineer and 7372 Stationary Engineer, Sewage Plant, be issued on a "Promotive Only" basis according to past standard practice. (File No. 3036-92)

Rec: Adopt staff report; approve request that Classes 7334 and 7372 be issued on a "Promotive Only" basis for qualified next-lower-rank eligibles in Classes 7333 and 7375.

- (F) Amend eligible list CPE-1 for Class 2810 Principal Disease Control Investigator to specify for certification to the Bureau of Epidemiology and Disease Control Only. New examination to be developed for the Aids Office.
(File No. 3064-92)

Rec: Adopt staff report.

1. Amend eligible list CPE-1 for Class 2810 Principal Disease Control Investigator to indicate that it be used for certification to positions in the Bureau of Epidemiology and Disease Control only.
2. Redevelop and readminister another examination for the AIDS Office positions.
3. Only the qualified candidates who were invited to the first examination will be allowed to participate.

- (G) Appeal of background rejection for Class Q2 Police Officer by Geary J. Horikiri. (File No. 3035-92)

March 2, 1992: Over to the meeting of March 16, 1992 by Commission action.

Rec: Over to the meeting of April 20, 1992 at Mr. Horikiri's request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 16, 1992

PART II - 2 p.m.

SPECIAL ORDER OF BUSINESS

- Immediately following the Consent Calendar -

EMPLOYEE COMPENSATION MATTER

- (7) Reconsideration of staff denial of a request for an internal adjustment for Class 7206 Asbestos Worker III. (File No. 2062-92).

March 2, 1992: Over to the meeting of March 16, 1992 as a Special Order of Business (due to lack of a quorum).

Rec: Adopt staff report; deny request.

DISMISSAL OF PERMANENT EMPLOYEE

- (8) Maria T. Guerrero, 1424 Clerk Typist, 18/E-42, Treasurer/Tax Collector, 12/5/91.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Guerrero's request.

Recommendation of the Treasurer/Tax Collector's Office:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (9) Susie Bender, 2110 Medical Records Clerk, 2/CPE-17, Department of Public Health, San Francisco General Hospital Medical Center, 12/31/91.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Local 790.

March 2, 1992: Over to the meeting of March 16, 1992 by Commission action as a Special Order of Business.

(9) Recommendation of the Department of Public Health:

(cont.)

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 16, 1992

PART III - 2:30 p.m.

APPEALS BY POLICE OFFICER, DEPUTY SHERIFF
AND
FIREFIGHTER CANDIDATES

(10) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(11) Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (File No. 3329-91)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at Mr. Couch's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

(12) Appeal of background rejection for Class Q2 Police Officer by Donna Stoeppelwerth. (File No. 3058-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- (13) Appeals of staff denial of protests of oral examination for Class Q2 Police Officer. (File No. 3040-92)
- March 2, 1992: 1. Adopt staff report; deny appeal of Patrick E. Hannigan (Mr. Hannigan failed to appear).
2. Appeals of Josie Y. Dea and Leon K. Jew over to the meeting of March 16, 1992.
- Rec: Adopt staff report; deny appeals of Josie Y. Dea and Leon K. Jew.
- (14) Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (File No. 3622-91)
- January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.
- March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Khatami's attorney.
- Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.
- (15) Appeal of background rejection for Class H2 Firefighter by Sean T. Healy. (File No. 3514-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.
- (16) Appeal of background rejection for Class H2 Firefighter by Kerry D. Johnson. (File No. 3515-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

- (17) Appeal of background rejection for Class H2 Firefighter by Alfred G. Saisi. (File No. 3516-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (18) Appeal of background rejection for Class H2 Firefighter by Cynthia L. Haley. (File No. 3517-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (19) Appeal of background rejection for Class H2 Firefighter by Ron C. Wong. (File No. 3518-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (20) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

January 6, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Lara's attorney.

Rec: Adopt staff report; deny appeal; sustain the decision of the Sheriff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 16, 1992

PART IV - 4 p.m.

SEPARATIONS FROM THE SERVICE

(21) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF TEMPORARY APPOINTMENT

(22) Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

Recommendation of the Juvenile Probation Department:

Not to be employed again by the Juvenile Probation Department.

APPEAL OF AUTOMATIC RESIGNATION

(23) Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (24) Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

Rec: Over to the meeting of April 20, 1992 at Ms. Moy's request.

RESIGNATION - SERVICES UNSATISFACTORY

- (25) Karim Batcha, 2905 Senior Eligibility Worker, 64/CPE-4, Department of Social Services, 6/3/88.

July 18, 1988: Off calendar at the request of Local 535. Mr. Batcha to notify the Assistant Secretary when prepared to proceed. Mr. Batcha to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

Rec: Over to the meeting of April 20, 1992 at Mr. Batcha's request.

RESIGNATION - SERVICES UNSATISFACTORY

- (26) Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (27) Ronald M. Barrett, Q2 Police Officer, 277/E-98, San Francisco Police Department, 2/5/92.

Recommendation of the San Francisco Police Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (28) Hester Tucker, 9163 Transit Operator, 559/E-113, Public Utilities Commission, San Francisco Municipal Railway, 2/5/92.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (29) John Graham, 7346 Painter, 34/E-7, Department of Public Health, Laguna Honda Hospital, 5/17/90.

June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 4.

July 16, 1990: Off calendar at Mr. Graham's request. Mr. Graham to notify the Assistant Secretary when prepared to proceed. Mr. Graham to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

Rec: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 16, 1992

PART V - 5 p.m.

EMPLOYEE COMPENSATION MATTERS

N O T I C E

PERSONS WHO WISH TO ADDRESS THE COMMISSION DURING THE PART V CALENDAR MUST COMPLETE A "REQUEST TO ADDRESS THE COMMISSION" CARD AND SUBMIT IT TO THE ASSISTANT SECRETARY, CIVIL SERVICE COMMISSION, ROOM 153 CITY HALL BY 12 NOON ON MONDAY, MARCH 16, 1992. REQUESTS MAY BE SUBMITTED BY TELEPHONE BY CALLING 554-4747 BEFORE 12 NOON ON MARCH 16. OFFICE HOURS ARE 8 A.M. TO 5 P.M., MONDAY THROUGH FRIDAY.

- (30) Reconsideration of staff denial of a request from Operating Engineers, Local 3, on behalf of the Deputy Sheriffs Association for payment of a jail premium. (File No. 2053-92)

March 2, 1992: 1. Over to the meeting of March 16, 1992 by Commission action.

 2. Refer to the City Attorney for a written opinion.

Rec: Adopt staff report; deny request to authorize payment of a jail premium.

- (31) Salary adjustments arising out of the Salary Standardization process for 1992-93: Matter related to Class 1554 Administrative Secretary, Public Utilities Commission. (File No. 2069-92)

March 2, 1992: 1. Matter related to Class 1554 Administrative Secretary, Public Utilities Commission, (Item 2 of staff report) over to the meeting of March 16, 1992 at the request of the Public Utilities Commission.

Rec: Adopt staff report; notify and forward to the Board of Supervisors.

- (32) Salary Standardization, 1992-93; adjustments and amendments; inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (File No. 2085-92)

Rec: Adopt staff report; notify and forward to the Board of Supervisors.

- (33) Reconsideration of staff denial of internal adjustment to restore a 2.0 step (10%) differential between Classes 3417 Gardener and 7514 General Laborer. (File No. 2038-92)

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Attorney John Anderson.

Rec: Adopt staff report; deny request.

- (34) Recommendation of staff denial of a request from the Port for an internal adjustment for Class 9396 Manager, Leasing and Tenant Services. (File No. 2086-92)

Rec: Adopt staff report; deny request.

- (35) Recommendation of staff denial of a request from the Port for an internal adjustment for Class 9382 Government and Public Affairs Manager, Port. (File No. 2068-92)

Rec: Adopt staff report; deny request.

(36) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(37) ADJOURNMENT



Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

AGENDA

(Calendar)

DOCUMENTS DEPT.

SAN FRANCISCO
PUBLIC LIBRARY

MEETING OF

APRIL 6, 1992

ROOM 282 CITY HALL

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

**APPEALS BY POLICE OFFICER,
DEPUTY SHERIFF, FIREFIGHTER
AND TRANSIT OPERATOR CANDIDATES**

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

- Consent Agenda:** Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.
- Regular Agenda:** Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 6, 1992

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA

(3) MINUTES.

A. Regular Meeting of March 16, 1992.

Rec: Approve.

B. Special Meeting of March 16, 1992.

This meeting was cancelled.

(4) RESOLUTION OF COMMENDATION.

John J. Walsh, General Manager, Personnel, upon his retirement after thirty-four (34) years of service.

Rec: Adopt.

(5) ANNOUNCEMENTS

A. Executive Session, March 30, 1992.

The Civil Service Commission met in closed session on Monday, March 30, 1992 at 5 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issues. Present were Commissioners Mickins, Munson and Rios. No action was taken.

B. Other Announcements.

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH I.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review requests for approval of proposed personal services contracts. (File No. 1038-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
507-91/92	Airport	Janis Bell
508-91/92	Arts Commission	George Gonzales
509-91/92	Arts Commission	S.F. Symphony Orchestra
510-91/92	CAO	Economic and Planning Systems
511-91/92	CAO	Public Financial Management and Charles A. Bell Securities Corp.
512-91/92	CAO	Evenson Dodge, Inc. and Charles A. Bell Securities Corp.
513-91/92	City Planning	To Be Determined
514-91/92	City Planning	Metro Dynamics
515-91/92	City Planning	Roger Montgomery
516-91/92	Civil Service Commission	Liebert, Cassidy and Frierson
517-91/92	Civil Service Commission	Yvonne Alexander
518-91/92	Civil Service Commission	Barry Miller
519-91/92	Controller	Pacific Coast Systems, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
520-91/92	Controller	Automation Training Specialists
521-91/92	Controller	System House, Inc.
522-91/92	District Attorney	Children's Hospital and Health Center.
523-91/92	Mayor's Office	Patricia Medina
524-91/92	Mayor's Office	Hilyard Wiggins
525-91/92	Mayor's Office	Linda Schanfein
526-91/92	Port	Smith, Dawson & Andrews
527-91/92	Public Health	PSP Information Group, Inc.
528-91/92	Public Health	Continuum HIV Day Services
529-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
530-91/92	Public Health	Catholic Charities of San Francisco
531-91/92	Public Health	Visiting Nurses and Hospice of S.F./California Pacific Medical Center
532-91/92	Public Health	California Pacific Medical Center/The HIV Center
533-91/92	Public Health	Black Coalition on AIDS
534-91/92	Public Health	Bayview Hunter's Point Foundation/American Indian AIDS Institute
535-91/92	Public Health	Baker Places
536-91/92	Public Health	Asian American Health Forum/Filipino Task Force

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
537-91/92	Public Health	American College of Traditional Chinese Medicine
538-91/92	Public Health	AIDS Legal Referral Panel
539-91/92	Public Health	Coopers and Lybrand
540-91/92	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
541-91/92	Public Health	AIDS Emergency Fund
542-91/92	Public Health	MEDS of Pennsylvania, Inc.
543-91/92	Public Health	Lyon Martin Women's Health Services
544-91/92	Public Health	Hispanic Headquarters Advertising
545-91/92	Public Health	Hispanic Headquarters Advertising
546-91/92	Public Health	The Regents of the University of California, San Francisco
547-91/92	Public Health	Bayview Hunter's Point Multipurpose Senior Center
548-91/92	Public Health	Regents, University of California, AIDS Clinic
549-91/92	Public Health	The Support Center
550-91/92	Public Health	Shanti Project
551-91/92	Public Health	San Francisco Suicide Prevention
552-91/92	Public Health	San Francisco AIDS Foundation (SFAF)
553-91/92	Public Health	Rose Resnick Center for the Blind

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
554-91/92	Public Health	Planned Parenthood of Alameda and San Francisco (PHREDA PROJECT)
555-91/92	Public Health	Lyon Martin Women's Health Services
556-91/92	Public Health	Larkin Street Youth Center
557-91/92	Public Health	Institute for Traditional Medicine
558-91/92	Public Health	Haight Ashbury Free Medical Clinic, Inc.
559-91/92	Public Health	Filipino Task Force on AIDS
560-91/92	Public Utilities Commission	Brown, Vence and Associates
561-91/92	Public Works	Flow Science Incorporated
562-91/92	Public Works	Takahashi Consulting Engineers, Inc.
563-91/92	Public Works	The Design Partnership
564-91/92	Public Works	Worcester Polytechnic Institute
565-91/92	Public Works	Skidmore, Owings and Merrill/Olm Structural Design
566-91/92	Public Works	Michael Willis, Architect
567-91/92	Real Estate	Hospitality Valuation Services
568-91/92	Sheriff	Flor Ramirez
569-91/92	Social Services	Susan Almeida, Activities Coordinator for Fragile Infant Special Care Program

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
570-91/92	Social Services	Sandra Cupit
571-91/92	Social Services	Hayes Orlie Cundall, Inc.
572-91/92	Airport	Integrated Business Solutions, Inc.
573-91/92	Purchasing	Unlimited Acces

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1039-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Airport	1	5290 Transit Planner IV (Sch. 62.1 \$1890B2297)	5289 Transit Planner III (Z, Sch. 58.6 \$1596B1936)
	1	9206 Airport Property Specialist I (Sch. 59.1 \$1634B1985)	Same
Port	1	AA18 Regulatory Specialist (\$1436B1740)	Establish Class 5620 Regulatory Specialist (J,Z 1991-92 Sch. 56.4 \$1436B1740. Draft class specification as detailed in the staff report.
Public Utilities Commission/ MUNI	1	1806 Senior Statistician (Sch. 58.6 \$1596B1936)	Same
Public Utilities Commission	1	2822 Health Educator (Sch. 59.1 \$1634B1985)	Same

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Purchasing	1	1922 Senior Inventory Clerk (Sch. 47.8 \$952B1152)	Same
Public Health/ Central Office	1	A118 Safety Engineer (\$1853B2252)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.
Public Utilities Commission	2	A988 Safety Analyst (\$1853B2252)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.
Public Works	1	A988 Safety Analyst (\$1853B2252)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Port	1	AA20 Training and Safety Coordinator (\$1477B1791)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
5228 Assistant Traffic Engineer (Sch. 56.9 \$1470B1782)	Retitle and amend the class specification to 5228 Assistant Transportation Engineer. Draft class specification as detailed in the staff report.

ESTABLISH THE FOLLOWING CLASS:

Recommendation

Establish Class 5227 Junior Transportation Engineer

J, Sch. 54.8 \$1329B1611

Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (C) Requests for appointment above the entrance rate for various employees. (File No. 2100-92)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Judith Knoop 2320 Registered Nurse	Public Health	5	5
Charles Cheah 9209 Airport Police Services Aide	Airport	5	5
Doreen Chun 1424 Clerk Typist	Pubic Works	3	3
Russell Sandberg 2232 Senior Physician Specialist	Public Health	5	5
Judith Utevsky 2930 Psychiatric Social Worker	Public Health	3	3
Paula Braveman 2230 Physician Specialist	Public Health	5	5
Barbara Newman 2230 Physician Specialist	Public Health	4	4
Margaret Baumgartner 8174 Attorney, Civil & Criminal	City Attorney	5	5
James Cummings 8174 Attorney, Civil & Criminal	City Attorney	5	5
Andrew McCullough 8176 Trial Attorney	City Attorney	5	5
Linda Ross 8182 Head Attorney	City Attorney	5	5

(C)(cont.)

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Evan Chan 1657 Senior Systems Accountant	Public Health	5	5 6/30/92
Theresa Han 1876 Data Processing Programming and Systems Supervisor	Controller	5	5 6/30/92
Lynne Waite 1874 Senior Programmer Analyst	Controller	5	5 6/30/92
Susan Andrus 1823 Senior Administrative Analyst	Controller	3	3 6/30/92
Anne Jenkins 1823 Senior Administrative Analyst	Controller	3	3 6/30/92
Arnold Sowell, Jr. 1824 Principal Administrative Analyst	Controller	4	4 6/30/92

Rec: Adopt staff report.

(D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2101-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (E) Appointment of Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund. (File No. 4415-92)

Rec: Replace John J. Walsh, who has retired, with Albert C. Walker, General Manager, Personnel, as Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund.

- (F) Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from January 1, 1992 to March 31, 1992. (File No. 4435-92)

Rec: Approve.

- (G) Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (File No. 3321-91)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Ms. Nzinga Nyagua's attorney.

March 2, 1992: Over to the meeting of April 6, 1992 by Commission action. All eligibles to be notified of this meeting and the potential affect on them of this pending matter.

Rec: Over to the meeting of April 20, 1992 at request of Ms. Nzinga Nyagua's attorney.

- (H) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4436-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (1) Amend eligible list CPE-1 for Class 2810 Principal Disease Control Investigator to specify for certification to the Bureau of Epidemiology and Disease Control Only. New examination to be developed for the Aids Office.
(File No. 3064-92)

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.

Rec: Off calendar at the request of the Department of Public Health.

REGULAR CALENDAR

EXAMINATION MATTERS

- (7) Appeal of staff's denial of protest regarding the oral/performance examination for Class 3466 Assistant Superintendent, Parks, Squares, Facilities. (File No. 3017-92)

Rec: Adopt staff report; deny appeal of Terence M. McDonald.

- (8) Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (File No. 3031-92)

Rec: Adopt staff report; deny appeals of Robert E. Callwell and Sheila M. Mullen.

- (9) Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (File No. 3077-92)

Rec: Adopt staff report; deny appeals of Tara Lamont and Andrew Maloney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 16, 1992

PART II - 3 p.m.

APPEALS BY POLICE OFFICER, DEPUTY SHERIFF,
FIREFIGHTER
AND
TRANSIT OPERATOR CANDIDATES

(10) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(11) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990:	Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
June 3, 1991:	Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
June 17, 1991:	Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
July 15, 1991:	Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

EXAMINATION MATTERS (cont.)

(11)

(cont.) August 19, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

 October 21, 1991: Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

 December 2, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

 January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Police Department.

 February 3, 1992: Over to the meeting of March 2, 1992 at the request of the San Francisco Police Department due to lack of a full Commission.

 March 2, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Marchand's attorney due to lack of a full Commission.

 Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

(12) Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (File No. 3329-91)

 February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.

 March 2, 1992: Over to the meeting of March 16, 1992 at Mr. Couch's request.

 March 16, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Couch's attorney.

 Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- (13) Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (File No. 3622-91)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Khatami's attorney.

March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Khatami's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (14) Appeal of background rejection for Class H2 Firefighter by Kerry D. Johnson. (File No. 3515-92)

March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Johnson's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (15) Appeal of background rejection for Class H2 Firefighter by Ron C. Wong. (File No. 3518-92)

March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Wong's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

- (16) Appeal of background rejection for Class 8304 Deputy Sheriff by Preston Sullivan. (File No. 3535-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the Sheriff.

EXAMINATION MATTERS (cont.)

- (17) Appeal of background rejection for Class 9163 Transit Operator by Tilton Chang. (File No. 3526-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (18) Appeal of background rejection for Class 9163 Transit Operator by Constantine Kalaveras. (File No. 3539-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (19) Appeal of background rejection for Class 9163 Transit Operator by Leoncio B. Saulny IV. (File No. 3540-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (20) Appeal of background rejection for Class 9163 Transit Operator by Curtis Brooks. (File No. 3541-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (21) Appeal of background rejection for Class 9163 Transit Operator by Kathy Ash-Williams. (File No. 3542-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (22) Appeal of background rejection for Class 9163 Transit Operator by George H.E. Brown. (File No. 3543-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

EXAMINATION MATTERS (cont.)

- (23) Appeal of background rejection for Class 9163 Transit Operator by Ted Garcia. (File No. 3544-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (24) Appeal of background rejection for Class 9163 Transit Operator by Roy Johnson. (File No. 3545-92)
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 16, 1992

PART III - 4 p.m.

SEPARATIONS FROM THE SERVICE

(25) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (26) Kevin Harvey, 5303 Supervisor, Traffic and Street Signs, 6/CPE-1, Department of Parking and Traffic, 3/6/92.

Recommendation of the Department of Parking and Traffic:

Approve. Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

- (27) Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

- (28) Janice Padua, 1426 Senior Clerk Typist, 10/CPE-203, Department of Public Health, Forensic Services, 3/3/92.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (29) Jack Brodnax, 2588 Health Worker IV, 4/E-1, Department of Public Health, Division of Mental Health Substance Abuse and Forensic Services, 2/26/92.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (30) Stephen Boyd, 2708 Custodian, 160/E-1, San Francisco Unified School District, 1/7/91.

March 4, 1991: Off calendar at Mr. Boyd's request.

Rec: Over to the meeting of April 20, 1992 at the request of the San Francisco Unified School District.

RESIGNATION - SERVICES UNSATISFACTORY

- (31) Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91.

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF TEMPORARY APPOINTMENT

- (32) Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

Recommendation of the Juvenile Probation Department:

Not to be employed again by the Juvenile Probation Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 16, 1992

PART IV - 5 p.m.

POLICY AND OVERSIGHT MATTERS

- (33) Proposed City-wide Employee Personnel Records Guidelines.
(File No. 4432-92)

Rec: Adopt to be effective May 1, 1992.

- (34) Resolutions of Commendation to the members of the Employee Personnel
Records Guidelines Task Force. (File No. 4433-92)

Vicki Clayton, City Attorney's Office
Martha Espana, Department of Public Health
Bill Gill, Employee Relations Division
Lt. Sylvia Harper, S.F. Police Department
Jim Horan, Department of Public Works
Gail Kuwamoto, Department of Social Services
Gilbert Lopez, S.F. Community College District
John Maguire, S.F. Public Library
Cindy Monroe, Civil Service Commission
Kathy Murray, Public Utilities Commission
Vernon Nulph, Airports Commission
Oscar Ortiz, Civil Service Commission
Greg Ridenour, Registrar of Voters
Alice Villagomez, Department of Parking and Traffic

Rec: Adopt.

- (35) Amendment to the Civil Service Commission Fiscal Year 1992-93 Budget
Request. (File No. 4434-92)

January 27, 1992: No action taken.

February 3, 1992: Approve; forward to the Office of the Mayor.

Rec: Adopt staff report; amend the Civil Service Commission Fiscal
Year 1992-93 Budget Request as recommended; forward to the
Mayor's Office.

(36) GENERAL MANAGER'S REPORT

(37) COMMISSIONERS' NEW BUSINESS

(38) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(39) ADJOURNMENT

*Calendar***MEMORANDUM**PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

DATE : April 13, 1992

TO : Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM : Albert C. Walker
General Manager, Personnel

SUBJECT: TIME SCHEDULE AND ORDER OF BUSINESS FOR THE
CIVIL SERVICE COMMISSION MEETING OF APRIL 20, 1992

DOCUMENTS

APR 16 1992

SAN FRANCISCO
PUBLIC LIBRARY

In order to provide persons with business before the Civil Service Commission an approximate time that the item of interest may be heard, the Commission will follow the following format for its meeting of Monday, April 20, 1992:

2 p.m., Part I Session:Consent Calendar.
Regular Calendar.3 p.m., Part II Session:Appeals by candidates for Class 02
Police Officer, Class H2 Firefighter and
Class 9163 Transit Operator.
A roll call will be held at 3 p.m. (see
below).4 p.m., Part III Session:Separations from the Service. A roll
call will be held at 4 p.m. (see below).5 p.m., Part IV Session:

Policy and Oversight matters.

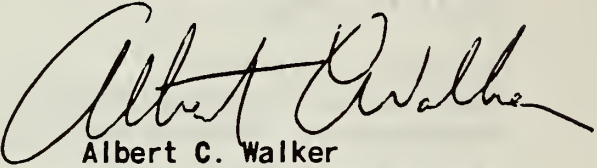
All business will be conducted in Room 282 (second floor) City Hall.

Roll Call: As soon after 3 p.m. as practicable for the Part II session and 4 p.m. for the Part III session, a roll call will be made of the names of persons appearing on each calendar to ascertain who is present for hearing. The Commission will take immediate action during the roll calls on those persons not in attendance. The Secretary will also announce continuances and other changes to the agenda during the roll calls.

The April 20 Civil Service Commission agenda will be published and routed or mailed on Wednesday, April 15, 1992. Copies of this agenda will be available for pick-up in the Assistant Secretary's Office, Room 153 City Hall, after 12 Noon on Wednesday, April 15.

Please refer all questions related to this meeting schedule to Carol Sam,
Assistant Secretary, Civil Service Commission, at 554-4747.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Albert C. Walker". The signature is fluid and cursive, with a large initial "A" and a long, sweeping underline.

Albert C. Walker
General Manager, Personnel

(0321B)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

MEETING OF

APRIL 20, 1992

ROOM 282 CITY HALL

DOCUMENTS DEPT.

APR 17 1992

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER, FIREFIGHTER
AND TRANSIT OPERATOR CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 20, 1992

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of April 6, 1992.

(4) ANNOUNCEMENTS.

A. Executive Session, April 6, 1992.

This meeting was cancelled.

B. Executive Session, April 20, 1992, 12 Noon.

C. Executive Session, April 20, 1992, 1 p.m.

D. Other Announcements.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1049-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
574-91/92	Board of Supervisors	Newcomputing, Inc.
575-91/92	CAO	Applied Compost Consulting

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
576-91/92	Controller	Knauer Associates
577-91/92	District Attorney	Raul Ocazonez
578-91/92	Parking and Traffic	Smith/Norris Corporation
579-91/92	Public Health	Regents, University of California, San Francisco
580-91/92	Public Health	MEDS of Pennsylvania, Inc.
581-91/92	Public Health	Carolyn K. Harvey, D.P.M.
582-91/92	Public Health	Compumed, Inc.
583-91/92	Public Health	Janis Bell
584-91/92	Public Health	Systems Support Technologies
585-91/92	Public Works	Marcor of California, Inc.
586-91/92	Public Works	Paradigm Environmental
587-91/92	Public Works	CST Environmental, Inc.
588-91/92	Public Works	Barsotti's, Inc.
589-91/92	Public Works	Environmental Controls Industries
590-91/92	Public Works	Smith, Dawson & Andrews
591-91/92	Public Works	Environmental Science Associates, Inc.
592-91/92	Public Works	URS Corporation and GKO & Associates, an Association

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
593-91/92	Public Works	Forell/Elsesser, OLMN, Tennebaum-Manheim
594-91/92	Public Works	Testing Engineers, Inc.
595-91/92	Sheriff	Golden Gate University School of Law
596-91/92	Sheriff	New College of Law
597-91/92	Sheriff	U.C. Berekely-Boalt Hall
598-91/92	Sheriff	University of Santa Clara School of Law
599-91/92	Sheriff	U.C. Hastings College of Law
600-91/92	Sheriff	University of S.F. Law School
601-91/92	Sheriff	Center on Juvenile & Criminal Justice
602-91/92	Sheriff	Occupational Health Services
603-91/92	Sheriff	Carolyn Block
604-91/92	Sheriff	George Bach-Y-Rita
605-91/92	Sheriff	Kathleen A. McBurney
606-91/92	Public Utilities Commission	Information & Support Services (ISS)

The following proposed personal services contract summary is from the Department of Public Health with Short/Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
607-91/92	Public Health	Haight Ashbury Free Clinics, Inc. (Jail Psychiatric Services)

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1050-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGHMC	1	1926 Senior Materials and Supplies Supervisor (Sch. 49.4 \$1027B1243)	Same

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATIONS:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
5182 Deputy Director of Public Works for Engineering (Sch. 74.0 \$3378B4106)	Retitle and amend the class specification to 5182 Deputy Director of Public Works for Engineering and City Engineer Draft class specification as detailed in the staff report.
5187 Executive Director, Clean Water Program (Sch. 74.0 \$3378B4106)	Retitle and amend the class specification to 5187 Deputy Director of Public Works for Public Services Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (C) Requests for appointment above the entrance rate for various employees. (File No. 2113-92)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lorceli Coquia 1426 Senior Clerk Typist	Public Health	5	5
Richard Bamberger, Jr. 6248 Electrical Inspector	Public Works	5	5
William Copenheaver 3450 Agricultural Inspector	Agriculture/ Weights and Measures	4	4
Nancy Ma 9209 Airport Police Services Aide	Airport	5	5
John Cribbs 5190 Director of Public Works	Public Works	4	4

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>RECOMMENDED AND DURATION</u>
Penelope Dudley 1876 Data Processing Programming and Systems Supervisor	Controller	5	5 6/30/92
Randy Marcus 6138 Industrial Hygienist	SFUSD	5	5 6/30/92
Eleanor Rodriguez 1847 Executive Aide to the Mayor's Office	Mayor	5	5 6/30/92
Charles Ho 1874 Senior Programmer Analyst	Airport	5	5 6/30/92

Rec: Adopt staff report.

- (D) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4497-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (E) Review of uniform allowance premium for certain Deputy Sheriff classifications. (File No. 2114-92)

Rec: Adopt staff report; approve uniform allowance premium as being consistent with past contractual practices and current provisions of the Salary Standardization Ordinance and Memorandum of Understanding.

- (F) Salary Standardization for Registered Nurse classifications (Charter Section 8.403), 1992-93. (File No. 2097-92)

Rec: Adopt staff report; forward to the Board of Supervisors.

- (G) Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (File No. 3031-92)

April 6, 1992: Over to the meeting of April 20, 1992 at the joint request of Mr. Robert E. Callwell and Ms. Sheila M. Mullen.

Rec: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.

(H) Appeal of background rejection for Class Q2 Police Officer by Geary J. Horikiri. (File No. 3035-92)

March 2, 1992: Over to the meeting of March 16, 1992 by Commission action.

March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Horikiri's request.

Rec: Over to the meeting of May 4, 1992 at the request of Mr. Horikiri's attorney.

REGULAR CALENDAR

EXAMINATION MATTERS

- (6) Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (File No. 3321-91)
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Ms. Nzinga Nyagua's attorney.
- March 2, 1992: Over to the meeting of April 6, 1992 by Commission action. All eligibles to be notified of this meeting and the potential affect on them of this pending matter.
- April 6, 1992: Over to the meeting of April 20, 1992 at the request of Ms. Nzinga Nyagua's attorney.
- Rec: Adopt staff report; deny appeal of Nzinga Nyagua.
- (7) Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (File No. 3077-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Lamont's request.
- Rec: Adopt staff report; deny appeals of Tara D. Lamont and Andrew Maloney.
- (8) Appeal of staff's denial of protest of the terms of the examination announcement for Class 9141 Transit Manager II. (File No. 3050-92)
- Rec: Adopt staff report; deny appeal of Edward E. Ranahan.
- (9) Appeal of staff's denial of protest of the oral/performance examination for Class 8209 Institutional Police Lieutenant. (File No. 3044-92)
- Rec: Adopt staff report; deny appeal of John W. Minderman.

EXAMINATION MATTERS (cont.)

- (10) Appeal of the decision of the General Manager, Personnel by Margery L. Wong to rescind a resignation of October 2, 1978 and to allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (File No. 4498-92)

Rec: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 20, 1992

PART II - 3 p.m.

APPEALS BY POLICE OFFICER, FIREFIGHTER
AND
TRANSIT OPERATOR CANDIDATES

(11) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(12) Appeal of background rejection for Class Q2 Police Officer by Charles Smith. (File No. 3324-91)

February 3, 1992: Over to the meeting of March 2, 1992.

March 2, 1992: Over to the meeting of April 20, 1992 at the request of Mr. Smith's attorney.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

(13) Appeal of background rejection for Class H2 Firefighter by James K. Johnson. (File No. 3547-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

- (14) Appeal of background rejection for Class 9163 Transit Operator by Constantine Kalaveras. (File No. 3539-92)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Kalaveras' request.

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

- (15) Appeal of background rejection for Class 9163 Transit Operator by Leoncio B. Saulny IV. (File No. 3540-92)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Saulny's request.

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 20, 1992

PART III - 4 p.m.

SEPARATIONS FROM THE SERVICE

(16) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(17) Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(18) Janice Padua, 1426 Senior Clerk Typist, 10/CPE-203, Department of Public Health, Forensic Services, 3/3/92.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

(18)

(cont.) Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

(19) Theodoris Chambers, 2302 Orderly, 6/E319, Department of Public Health, San Francisco General Hospital Medical Center, 8/13/91.

Rec: Over to the meeting of May 4, 1992 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(20) Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

March 16, 1992: Over to the meeting of April 20, 1992 at Ms. Moy's request.

Recommendation of the San Francisco Fire Departmenta:

Dismiss from the City and County Service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(21) Maria Ayala, 2585 Health Worker I, 27/E-6, Department of Public Health, Community Public Health Services, 3/6/92.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF TEMPORARY APPOINTMENT

- (22) Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at Ms. Sadorra's request.

Recommendation of the Juvenile Probation Department:

Not to be employed again by the Juvenile Probation Department.

RESIGNATION - SERVICES UNSATISFACTORY

- (23) Karim Batcha, 2905 Senior Eligibility Worker, 64/CPE-4, Department of Social Services, 6/3/88.

July 18, 1988: Off calendar at the request of Local 535. Mr. Batcha to notify the Assistant Secretary when prepared to proceed. Mr. Batcha to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Batcha's request.

Recommendation of the Department of Social Services:

Accept resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

RESIGNATION - SERVICES UNSATISFACTORY

- (24) Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89.

January 22, 1990: Over to the meeting of February 5, 1990 at the request of Local 535.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of Local 535.

October 1, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

RESIGNATION - SERVICES UNSATISFACTORY

- (25) Stephen Boyd, 2708 Custodian, 160/E-1, San Francisco Unified School District, 1/7/91.

March 4, 1991: Off calendar at Mr. Boyd's request.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of the San Francisco Unified School District.

(25)

(cont.) Recommendation of the San Francisco Unified School District:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

RESIGNATION - SERVICES UNSATISFACTORY

(26) Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91.

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

Rec: Over to the meeting of June 15, 1992 at the request of Local 790.

DISMISSAL OF PERMANENT EMPLOYEE

(27) John Graham, 7346 Painter, 34/E-7, Department of Public Health, Laguna Honda Hospital, 5/17/90.

June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 4.

July 16, 1990: Off calendar at Mr. Graham's request. Mr. Graham to notify the Assistant Secretary when prepared to proceed. Mr. Graham to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

March 16, 1992: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (28) Ronald M. Barrett, Q2 Police Officer, 277/E-98, San Francisco Police Department, 2/5/92.

March 16, 1992: Over to the meeting of April 20, 1992 at the request of Mr. Barrett's attorney.

Recommendation of the San Francisco Police Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (29) Lester Stuart, 2760 Laundry Worker, 16/E-2, Department of Public Health, Laguna Honda Hospital, 2/14/92.

Rec: Over to the meeting of May 18, 1992 at the request of Local 250.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 20, 1992

PART IV - 5 p.m.

P O L I C Y A N D O V E R S I G H T M A T T E R S

(30) CRITICAL ISSUES.

- A. Americans with Disabilities Act: Joint presentation by the
Equal Employment
Opportunity and Affirmative
Action Division and the
City Attorney's Office.
- B. A Worker is as a Worker Does: Presentation on Performance
Appraisal - citywide and
within the Civil Service
Commission agency.
- C. Managing a Changing Work Force: Required Supervisory
Training.

(31) GENERAL MANAGER'S REPORT.

- A. Rule Changes
- B. Have You Considered Equal Employment Opportunity?
- C. Miscellany

(32) COMMISSIONERS' NEW BUSINESS.

(33) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(34) ADJOURNMENT.

In memory of Luther Gill, father of Norma L. Gill of the Civil Service Commission staff who died April 7, 1992.



Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

MAY 4, 1992

ROOM 282 CITY HALL

DEPOSITORY ITEM
MAY 01 1992

MAY 01 1992
SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER, FIREFIGHTER
AND TRANSIT OPERATOR CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND ADMINISTRATIVE MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 4, 1992

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of April 20, 1992.
- (4) ANNOUNCEMENTS.

CONSENT CALENDAR

- (5) CONSENT CALENDAR ITEMS A THROUGH F.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1052-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
608-91/92	Airport	P. Lieb and Associates
609-91/92	Arts Commission	Ballon Madness
610-91/92	Civil Service Commission	Judith Sweet

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
611-91/92	Controller	Theresa McCourt
612-91/92	Public Health	Wu Yee Children's Services
613-91/92	Public Health	Regents, University of California-Family Practice Program
614-91/92	Public Health	Midwest Inventory Services, Inc.
615-91/92	Public Health	Lyon-Martin Women's Health Services
616-91/92	Public Health	Chinatown Youth Center
617-91/92	Public Health	H.H. Brady, D.D.S.
618-91/92	Public Utilities Commission	Sverdrup Corporation
619-91/92	Public Utilities Commission	Morrison-Knudsen Engineers, Inc.
620-91/92	Public Utilities Commission	Ganett Fleming
621-91/92	Public Works	AGS, Inc.
622-91/92	Public Works	Martinez Autocad Training Center
623-91/92	Public Works	S.F. State University Downtown Center
624-91/92	Public Works	Tai Associates/Architects
625-91/92	Public Works	Lou Storey
626-91/92	Public Works	Susan Saidenberg
627-91/92	Public Works	Earth Metrics Incorporated
628-91/92	Public Works	URS Consultants, Inc./GKO & Assoc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
629-91/92	Public Works	T.Y. Lin International/Faye Bernstein
630-91/92	Public Works	EQE/AGS
631-91/92	Public Works	CYGNA Consulting Engineers/Kwan & Assoc./K.N. Tuan & Assoc./Pegasus Engineering
632-91/92	Public Works	Shapiro, Okino, Hom & Associates/Structus
633-91/92	Public Works	Rutherford & Chekene, Consulting Engineers/K.N. Tuan & Assoc./Pegasus Engineering
634-91/92	Real Estate	Grecco Engineering Management Services
635-91/92	Mayor's Office	Richard M. Behm
636-91/92	Mayor's Office	Peter Lloyd Thompson
637-91/92	Real Estate	Hamilton/Simons and Associates
638-91/92	Real Estate	David Tattersall and Company

Rec: Adopt staff report; notify the Offices of the Controller
and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1053-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	1656 Head Accountant (Sch. 59.9 \$149882063)	Same

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	2588 Health Worker IV (Sch. 52.6 \$1197B1450)	2587 Health Worker III (Sch. 49.1 \$1013B1226)
Public Health/ CMHS	1	2930 Psychiatric Social Worker (Sch. 57.8 \$1535B1862)	Same
Public Works	1	1450 Executive Secretary I (Sch. 51.9 \$1158B1401)	Same
	1	1446 Secretary II (Sch. 50.0 \$1057B1279)	Same
PUC/MUNI	2	7430 Assistant Electronic Maintenance Technician (Sch. 59.0 \$1626B1975)	Same
	1	1771 Media Production Specialist (Sch. 53.1 \$1226B1484)	Same
Airports Commission	3	9212 Airfield Safety Officer (Sch. 56.0 \$1407B1706)	Same

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2123-92)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Nuvia Bolanos 1434 Shelter Service Representative	Animal Care and Control	4	4
Peter Hernal 2908 Hospital Eligibility Worker	Public Health	4	4

(C)(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jeffrey Jue 2895 Deputy Director for Mental Health Programs	Public Health	2	2
Gary Kato 6248 Electrical Inspector	Public Works	3	3
Daniel Welch 7378 Tile Setter	Public Works	5	5
Mark Yesitis 9209 Airport Police Services Aide	Airport	3	3
Kelly Dearman 8174 Attorney, Civil & Criminal	City Attorney	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Michael Kohn 1874 Senior Programmer Analyst	Public Health	5	5 6/30/92
Linda Stewart 1441 Senior Medical Transcriber Typist	Public Health	3	3 6/30/92
Ann Wettrich 1820 Junior Administrative Analyst	Arts Commission	5	5 6/30/92
Lilliam Rodriguez 1807 MIS Technician II	Juvenile Probation	5	5 6/30/92

Rec: Adopt staff report.

- (D) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4558-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (E) Establishment of a fee for copies of the publication "Salary Standardization Ordinance." (File No. 4589-92)

Rec: Adopt staff report; establish a fee for a copy of the Civil Service Commission publication "Salary Standardization Ordinance" at \$5.00 per copy effective with the Fiscal Year 1992-93 edition in accordance with San Francisco Administrative Code Section 8.326.

- (F) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (File No. 4602-92)

Rec: Post for adoption.

REGULAR CALENDAR

EXAMINATION MATTERS

- (6) Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (File No. 3031-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at the joint request of Mr. Robert E. Callwell and Ms. Sheila M. Mullen.
- April 20, 1992: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.
- Rec: Adopt staff report; deny appeals of Robert E. Callwell and Sheila M. Mullen.

- (7) Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (File No. 3077-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Lamont's request.
- April 20, 1992: Referred to staff; over to the meeting of May 4, 1992.
- Rec: Adopt staff report; deny appeals of Tara D. Lamont and Andrew Maloney.

IN-SERVICE MATTERS

- (8) Appeal of the decision of the General Manager, Personnel by Margery L. Wong to rescind a resignation of October 2, 1978 and to allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (File No. 4498-92)
- April 20, 1992: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.
- Rec: Adopt staff report; deny appeal of Margery L. Wong; sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 4, 1992

PART II - 3 p.m.

A P P E A L S B Y P O L I C E O F F I C E R , F I R E F I G H T E R
A N D
T R A N S I T O P E R A T O R C A N D I D A T E S

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(10) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990:	Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
June 3, 1991:	Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
June 17, 1991:	Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
July 15, 1991:	Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.
August 19, 1991:	Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.
October 21, 1991:	Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

EXAMINATION MATTERS (cont.)

(10)

(cont.)

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Police Department.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the San Francisco Police Department due to lack of a full Commission.

March 2, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Marchand's attorney due to lack of a full Commission.

April 6, 1992: Over to the meeting of May 4, 1992.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

(11)

Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (File No. 3329-91)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at Mr. Couch's request.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Couch's attorney.

April 6, 1992: Over to the meeting of May 4, 1992 at the request of Mr. Couch's attorney.

Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

(12)

Appeal of background rejection for Class Q2 Police Officer by Geary J. Horikiri. (File No. 3035-92)

March 2, 1992: Over to the meeting of March 16, 1992 by Commission action.

EXAMINATION MATTERS (cont.)

(12)

(cont.) March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Horikiri's request.

 April 20, 1992: Over to the meeting of May 4, 1992 at the request of Mr. Horikiri's attorney.

 Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

(13)

Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (File No. 3622-91)

 January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

 February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.

 March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Khatami's attorney.

 March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Khatami's request.

 April 6, 1992: Over to the meeting of May 4, 1992 at the request of Mr. Khatami's attorney.

 Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

(14)

Appeal of background rejection for Class H2 Firefighter by James K. Johnson. (File No. 3547-92)

 April 20, 1992: Over to the meeting of May 4, 1992 at Mr. Johnson's request.

 Rec: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

- (15) Appeal of background rejection for Class 9163 Transit Operator by Tilton Chang. (File No. 3526-92)
- April 6, 1992: Over to the meeting of May 4, 1992.
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (16) Appeal of background rejection for Class 9163 Transit Operator by Constantine Kalaveras. (File No. 3539-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Kalaveras' request.
- April 20, 1992: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- (17) Appeal of background rejection for Class 9163 Transit Operator by Leoncio B. Saulny IV. (File No. 3540-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Saulny's request.
- April 20, 1992: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.
- Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 4, 1992

PART II - 4 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(18) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(19) Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Local 790.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(20) Jose Rodriguez, 7345 Electrician, 28/E-16, Public Utilities Commission, San Francisco Water Department, 2/28/92.

(20) Recommendation of the Public Utilities Commission:
(cont.)

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(21) Janice Padua, 1426 Senior Clerk Typist, 10/CPE-203, Department of Public Health, Forensic Services, 3/3/92.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

April 20, 1992: Over to the meeting of May 4, 1992 at the joint request of Local 790 and the Department of Public Health.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

(22) Jack Brodnax, 2588 Health Worker IV, 4/E-1, Department of Public Health, Division of Mental Health Substance Abuse and Forensic Services, 2/26/92.

April 6, 1992: Over to the meeting of May 4, 1992 at Mr. Brodnax's request.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (23) Theodoris Chambers, 2302 Orderly, 6/E-319, Department of Public Health, San Francisco General Hospital Medical Center, 8/13/91.

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Local 790.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (24) Ernest East, 1404 Clerk, 1/DT-1, Department of Parking and Traffic, Residential Parking Program, 3/23/92.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (25) Maria Ayala, 2585 Health Worker I, 27/E-6, Department of Public Health, Community Public Health Services, 3/6/92.

April 20, 1992: Over to the meeting of May 4, 1992 at Ms. Ayala's request.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

TERMINATION OF TEMPORARY APPOINTMENT

- (26) Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at Ms. Sadorra's request.

April 20, 1992: Over to the meeting of May 4, 1992 due to a tie vote.

Recommendation of the Juvenile Probation Department:

Not to be employed again by the Juvenile Probation Department.

RESIGNATION - SERVICES UNSATISFACTORY

- (27) Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89.

January 22, 1990: Over to the meeting of February 5, 1990 at the request of Local 535.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of Local 535.

(29)
(cont.)

April 20, 1992:

Over to the meeting of May 4, 1992 at
Mr. Graham's request.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 4, 1992

PART IV - 5 p.m.

P O L I C Y A N D O V E R S I G H T M A T T E R S

(30) MONTHLY DIVISION REPORTS.

- Classification and Compensation Division
- Administrative and Personnel Services Division
- Employee and Management Development Division

(31) CRITICAL ISSUES.

Americans with Disabilities Act:

Joint presentation by the
Equal Employment
Opportunity and Affirmative
Action Division and the
City Attorney's Office.

April 20, 1992:

Over to the meeting of May 4, 1992 at the joint
request of the Equal Employment Opportunity and
Affirmative Action Division and the City
Attorney.

(32) GENERAL MANAGER'S REPORT.

- A. Rule Changes
- B. Updates

(33) COMMISSIONERS' NEW BUSINESS.

(34) INDIVIDUALS' REQUESTS TO SPEAK.

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Maximum time allowed each speaker is three (3) minutes.

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(35) ADJOURNMENT.

In memory of Yue Bew Leong, father of Esther Leong of the Civil Service Commission staff, who died on April 17, 1992.



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
AGENDA

Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

MEETING OF

MAY 18, 1992

ROOM 282 CITY HALL

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER AND
DEPUTY SHERIFF CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

DOCUMENTARY
MAY 15 1992
SAN FRANCISCO

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Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 18, 1992

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of May 4, 1992.

(4) RESOLUTION OF COMMENDATION.

Dorothy Elise-Jean Cook, Personnel Analyst, Department of Public Health, Decentralized Personnel Unit, on her retirement after thirty-five (35) years of service.

Rec: Adopt.

DOCUMENTS DEPT.

MAY 18 1992

(5) ANNOUNCEMENTS.

San Francisco

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH D.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1061-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
639-91/92	Airport	Alphonso Brown
640-91/92	Airport	Joint Venture of Hammer Design Assoc., Inc. and T & L Construction Co.
641-91/92	Airport	John F. Brown Company
642-91/92	City Attorney	Hastings College of the Law, UOP McGeorge School of Law, University of California Los Angeles School of Law
643-91/92	Civil Service Commission	Boss Effectiveness Institute
644-91/92	Controller	ACS Commercial Services
645-91/92	Controller	Bren Norris Associates
646-91/92	Controller	Curtis Jiang, Inc.
647-91/92	Controller	Temco, Inc.
648-91/92	Controller	G.W. Consulting
649-91/92	Public Health	Harding Lawson Associates
650-91/92	Public Health	Treadwell & Rollo, Inc.
651-91/92	Public Health	Project Open Hand
652-91/92	Public Utilities Commission	Raymond Brooks Engineering
653-91/92	Public Utilities Commission	EDAW
654-91/92	Public Utilities Commission	Bookman-Edmonston

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
655-91/92	Public Utilities Commission	ARCUS
656-91/92	Public Works	AGS, Inc.
657-91/92	Public Works	Don Todd Associates, Inc.
658-91/92	Public Works	Hratch Kouyoumdjian & Associates
659-91/92	Public Works	Hydroconsult Engineers
660-91/92	Public Works	Parsons, Brinckerhoff, Quade, Douglas, Inc. (PBQD)
661-91/92	Public Works	Trans Pacific Geotechnical Consultants, Inc.
662-91/92	Public Utilities Commission	Rockworks, Ltd./Group
663-91/92	Public Works	U.S. Elevator
664-91/92	Real Estate	David Tattersall and Company
665-91/92	Real Estate	Flack and Flack
666-91/92	Recreation and Park	Royston, Hanamoto, Alley and Abbey
667-91/92	Social Services	Children's Council of S.F.
668-91/92	Social Services	State of California, Employment Development Department (EDD)
669-91/92	Social Services	S.F. Unified School District
670-91/92	Social Services	S.F. Community College District

(A)(cont.)

The following proposed personal services contract summaries are from the Department of Public Health with Short/Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
671-91/92	Public Health	Arriba Juntos/Institute for the Arts of Living
672-91/92	Public Health	Catholic Charities of S.F.
673-91/92	Public Health	Conrad House, Inc.
674-91/92	Public Health	Insitituto Familiar de la Raza
675-91/92	Public Health	Mental Health Management I, Inc.
676-91/92	Public Health	North of Market Senior Services
677-91/92	Public Health	Oakes Children's Center, Inc.
678-91/92	Public Health	Patients' Rights Advocacy Services, Inc.
679-91/92	Public Health	Progress Foundation
680-91/92	Public Health	Richmond Area Multi-Services, Inc.
681-91/92	Public Health	S.F. Mental Health Education Funds, Inc.
682-91/92	Public Health	S.F. Suicide Prevention, Inc.
683-91/92	Public Health	Audrey L. Smith Developmental Center, Inc.
684-91/92	Public Health	Swords to Plowshares
685-91/92	Public Health	Volunteer Center of San Francisco

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (B) Classification of positions in various City departments.
(File No. 1062-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Assessor	1	1650 Accountant (Sch. 50.7 \$1093B1323)	Same

AMEND THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class and Rate</u>	<u>Recommendation</u>
1168 Director of Health (Sch. 77.2 \$3948B4799)	Amend the class specification for 1168 Director of Health. Draft class specification as detailed in the staff report.

- (C) Establishment of a fee for copies of the publication
"Alpha/Schematic Classification Index." (File No. 4677-92)

Rec: Adopt staff report; establish a fee for copies of the Civil Service Commission publication "Alpha/Schematic Classification Index" at 2.00 per copy effective with the Fiscal Year 1992-93 edition in accordance with San Francisco Administrative Code Section 8.26.

- (D) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4678-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

EXAMINATION MATTERS

- (7) Appeal of staff's denial of protest of examination in Class 2810 Principal Disease Control Investigator. (File No. 3064-92)
- March 16, 1992: Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.
- April 6, 1992: Off calendar at the request of the Department of Public Health.
- Rec: Adopt staff report; certify eligible list for Class 2810 Principal Disease Control Investigator.
- (8) Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (File No. 3031-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at the joint request of Mr. Robert E. Callwell and Ms. Sheila M. Mullen.
- April 20, 1992: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.
- May 4, 1992: Over to the meeting of May 18, 1992 at the joint request of the Public Utilities Commission and Local 21.
- Rec: Adopt staff report; deny appeals of Robert E. Callwell and Sheila M. Mullen.
- (9) Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (File No. 3077-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Lamont's request.
- April 20, 1992: Referred to staff; over to the meeting of May 4, 1992.
- May 4, 1992: Over to the meeting of May 18, 1992 at the request of the City Attorney.
- Rec: Adopt staff report; deny appeals of Tara D. Lamont and Andrew Maloney.

EXAMINATION MATTERS

- (10) Appeal of staff's denial of protest of the oral/performance examination for Class 5290 Transit Planner - Mass Transit and General Transportation specialty lists. (File No. 3093-92)

Rec: Adopt staff report; deny appeal of Carl Natvig.

- (11) Appeal of the terms of the examination announcement for Class 7134 Water Construction and Maintenance Superintendent. (File No. 3097-92)

Rec: Adopt staff report; deny appeal of Kingsley Roberts.

IN-SERVICE MATTERS

- (12) Appeal of the decision of the General Manager, Personnel by Margery L. Wong to deny request to rescind a resignation of October 2, 1978 and allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (File No. 4498-92)

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Wong's attorney.

Rec: Adopt staff report; deny appeal of Margery L. Wong; sustain the decision of the General Manager, Personnel.

- (13) Appeal of the decision of the General Manager, Personnel by Charles O'Neill-Jones to restrict future employment and cancel current examination and eligibility status. (File No. 4666-92)

Rec: Adopt staff report; deny appeal of Charles O'Neill-Jones; sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 18, 1992

PART II - 3 p.m.

APPEALS BY POLICE OFFICER

AND

DEPUTY SHERIFF CANDIDATES

(14) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(15) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990:	Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
June 3, 1991:	Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
June 17, 1991:	Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
July 15, 1991:	Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.
August 19, 1991:	Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.
October 21, 1991:	Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

EXAMINATION MATTERS (cont.)

- (15) December 2, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.
(cont.)
- January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Police Department.
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of the San Francisco Police Department due to lack of a full Commission.
- March 2, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Marchand's attorney due to lack of a full Commission.
- April 6, 1992: Over to the meeting of May 4, 1992.
- May 4, 1992: Over to the meeting of May 18, 1992 at the request of Mr. Marchand's attorney. The Commission stipulated that this will be the final continuance.
- Rec: Adopt staff report; deny appeal of Edouard D. Marchand; sustain the decision of the Chief of Police.

- (16) Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (File No. 3329-91)
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.
- March 2, 1992: Over to the meeting of March 16, 1992 at Mr. Couch's request.
- March 16, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Couch's attorney.
- April 6, 1992: Over to the meeting of May 4, 1992 at the request of Mr. Couch's attorney.
- May 4, 1992: Over to the meeting of May 18, 1992 at the request of Mr. Couch's attorney. The Commission stipulated that this will be the final continuance.
- Rec: Adopt staff report; deny appeal of James G. Couch; sustain the decision of the Chief of Police.

(17) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991:	Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.
August 5, 1991:	Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.
September 16, 1991:	Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.
November 18, 1991:	Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.
January 6, 1992:	Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.
March 2, 1992:	Over to the meeting of March 16, 1992 at the request of Mr. Lara's attorney.
March 16, 1992:	Over to the meeting of May 18, 1992 at the joint request of the Sheriff and Mr. Lara's attorney.

Rec: Adopt staff report; deny appeal of David L. Lara; sustain the decision of the Sheriff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 18, 1992

PART III - 4 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(18) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (19) Jack Brodnax, 2588 Health Worker IV, 4/E-1, Department of Public Health, Division of Mental Health Substance Abuse and Forensic Services, 2/26/92.

April 6, 1992: Over to the meeting of May 4, 1992 at Mr. Brodnax's request.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of Local 790. The Commission stipulated that this will be the final continuance.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (20) Veronica Malone, 2708 Custodian, 42/E-54, San Francisco Unified School District, Custodial Services, 1/22/92.

Rec: Over to the meeting of June 15, 1992 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (21) Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

March 16, 1992: Over to the meeting of April 20, 1992 at Ms. Moy's request.

April 20, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Moy's attorney.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (22) Carlton L. Hamilton, 2760 Laundry Worker, 23/E-6, Department of Public Health, Laguna Honda Hospital, 4/3/92.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (23) Kevin Mattias, 7514 General Laborer, 8/E-11, Airports Commission, Maintenance Division, 2/12/92.

May 4, 1992: Over to the meeting of May 18, 1992 at Mr. Mattias' request.

Rec: Over to the meeting of July 20, 1992 at Mr. Mattias' request.

DISMISSAL OF PERMANENT EMPLOYEE

- (24) Lester Stuart, 2760 Laundry Worker, 16/E-2, Department of Public Health, Laguna Honda Hospital, 2/14/92.

April 20, 1992: Over to the meeting of May 18, 1992 at the request of Local 250.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (25) Olivia Franco, 2708 Custodian, 268/E-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/92.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (26) Ethel Edwards-Flores, 2708 Custodian, 231/E-3, Recreation and Park Department, 4/8/92.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three (3) years of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department. Medical clearance by a civil service designated physician prior to reemployment.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 18, 1992

PART IV - 5 p.m.

P O L I C Y A N D O V E R S I G H T M A T T E R S

(27) MONTHLY DIVISION REPORTS.

- Recruitment and Selection Division

(28) CRITICAL ISSUES.

- Americans with Disabilities Act: Joint presentation by the
Equal Employment
Opportunity and Affirmative
Action Division and the
City Attorney's Office.

April 20, 1992: Over to the meeting of May 4, 1992 at the joint
request of the Equal Employment Opportunity and
Affirmative Action Division and the City
Attorney.

May 4, 1992: Over to the meeting of May 18, 1992 at the
request of the City Attorney.

(29) GENERAL MANAGER'S REPORT.

(30) COMMISSIONERS' NEW BUSINESS.

(31) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(32) The following matter will be heard in closed session at the request of the appellant pursuant to Section 54957 of the Government Code of the State of California:

Appeal of the decision of the General Manager, Personnel by Mark Goldstein to deny request to return to holdover roster for Class 1270 Departmental Personnel Officer. (File No. 4665-92)

Rec: Adopt staff report; deny appeal of Mark R. Goldstein; sustain the decision of the General Manager, Personnel.

(33) ADJOURNMENT.



Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

JUNE 1, 1992

ROOM 282 CITY HALL

DOCUMENTS DEPT.

MAY 28 1992

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I - 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II - 3:00 p.m.

SEPARATIONS FROM THE SERVICE

PART III - 4:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- Opening summary of case (brief overview);
- Discussion of evidence;
- Corroborating witnesses, if necessary; and
- Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- Opening summary of case (brief overview);
- Discussion of evidence;
- Corroborating witnesses, if necessary; and
- Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 1, 1992

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of May 18, 1992.
- (4) ELECTION OF OFFICERS.
- (5) ANNOUNCEMENTS.
Executive Session, June 1, 1992.

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH F.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts from the Department of Public Health Short-Doyle Funding. (File No. 1071-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
639-91/92	Public Health	Baker Places, Inc.
640-91/92	Public Health	Bayview Hunter's Point Foundation
641-91/92	Public Health	California Medivan dba MV Transportation

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
642-91/92	Public Health	California Pacific Medical Center
643-91/92	Public Health	Community Crisis Services of S.F.
644-91/92	Public Health	Crestwood Hospitals, Inc.
645-91/92	Public Health	Edgewood Children's Center
646-91/92	Public Health	Episcopal Community Services
647-91/92	Public Health	Family Service Agency of S.F.
648-91/92	Public Health	Harbor Hills
649-91/92	Public Health	La Cheim Residential Treatment Centers
650-91/92	Public Health	MSC Psychiatric Services Corp.
651-91/92	Public Health	Ramsell Corporation
652-91/92	Public Health	Recreation Center for the Handicapped, Inc.
653-91/92	Public Health	Regents of the University of California - Center on Deafness
654-91/92	Public Health	Regents of the University of California - Langley Porter Hospital
655-91/92	Public Health	Regents of the University of California - Department of Psychiatry (SFGH)
656-91/92	Public Health	Saint Francis Memorial Hospital

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
657-91/92	Public Health	St. Mary's Hospital and Medical Center
658-91/92	Public Health	San Francisco Drug Abuse Advisory Board, Inc.
659-91/92	Public Health	San Jose Care and Guidance-Beverly California Corporation
660-91/92	Public Health	County of San Mateo, Division of Mental Health Services
661-91/92	Public Health	Westside Community Mental Health Center, Inc.

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(B) Review of requests for approval of proposed personal services
contracts. (File No. 1072-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
662-91/92	Airport	Moss Bay Group
663-91/92	Airport	Group 4/Architecture, Research & Planning
664-91/92	Arts Commission	Johanna Poethig
665-91/92	Arts Commission	Joe Sam
666-91/92	Arts Commission	Martha Heavenston
667-91/92	Controller	Data Processing & Accounting Services
668-91/92	Controller	Tim Meager & Associates, Inc.
669-91/92	Controller	ACS Commercial Services

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
670-91/92	Controller	Pacific Coast Systems, Inc.
671-91/92	Controller	DAPRU, Inc.
672-91/92	Controller	Knauer Associates
673-91/92	Controller	IBM
674-91/92	Controller	S.K. White Consulting
675-91/92	Controller	Crackerjack Consulting, Inc.
676-91/92	Controller	Curtis Jiang, Inc.
677-91/92	Controller	Melotech, Inc.
678-91/92	Controller	TEMCO, Inc.
679-91/92	Controller	ACS Commercial Services
680-91/92	Fire	Health Check, Davies Medical Center
681-91/92	Mayor's Office	Peter M. Finnegan
682-91/92	Port	Grand World Shipping, Ltd. (Taipei)
683-91/92	Port	Journal of Commerce (JOC)
684-91/92	Port	Masahiko Isashita (Tokyo)
685-91/92	Port	Port Railroads, Inc.
686-91/92	Port	Respiratory Medical Group, Inc.
687-91/92	Port	San Francisco State University
688-91/92	Port	Smith, Dawson & Andrews

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
689-91/92	Port	Trade Reps Ltd. (Chicago)
690-91/92	Port	Trade Information Services (TIS)
691-91/92	Public Health	Continuum: HIV Day Services
692-91/92	Public Health	Mission Neighborhood Health Center
693-91/92	Public Health	North East Medical Services
694-91/92	Public Health	Regents of the University of California, Department of Obstetrics, Gynecology & Reproductive Sciences
695-91/92	Public Health	Rose Resnick Center for the Blind and Visually Impaired
696-91/92	Public Health	Shoshana Rosenfeld
697-91/92	Public Health	South of Market Health Center
698-91/92	Public Health	UCSF - Department of Radiology
699-91/92	Public Health	Carlson Price Fass and Company, Inc.
700-91/92	Public Health	Accutite Tank Testing
701-91/92	Public Health	Westside Community Mental Health Center
702-91/92	Public Health	University of California, Center on Deafness
703-91/92	Public Health	Bayview Hunter's Point Foundation (AIAI)

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
704-91/92	Public Works	Data Processing and Accounting Services
705-91/92	Public Works	IRD Mechanalysis - USA
706-91/92	Public Works	ICF Kaiser Engineers, Inc.
707-91/92	Public Works	Deleuw, Cather & Company
708-91/92	Recreation and Park	John C. Tillotson, AIA
709-91/92	Social Services	Family Support Services of the Bay Area (RESPITE)
710-91/92	Social Services	Family Support Services of the Bay Area - In-Home Support Services
711-91/92	Social Services	Glide Memorial Services
712-91/92	Social Services	Catholic Charities (Guerrero House/Jelani House)
713-91/92	Social Services	Episcopal Community Services (MSC-North)
714-91/92	Social Services	Central City Hospitality House (Cambridge Hotel)
715-91/92	Social Services	Family Service Agency of S.F. (Respite Program)
716-91/92	Social Services	Audrey L. Smith Development Center, Inc.
717-91/92	Social Services	Economic Opportunity Council (MOE)

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
718-91/92	Social Services	Mission Childcare Consortium (MOE)
719-91/92	Social Services	American Red Cross, Golden Gate Chapter
720-91/92	Social Services	The Episcopal Sanctuary
721-91/92	Social Services	The Salvation Army
722-91/92	Social Services	Hamilton Family Center
723-91/92	Social Services	Central City Hospitality House
724-91/92	Social Services	Dolores Street Community Center
725-91/92	Social Services	Innovative Housing
726-91/92	Social Services	Mission Housing Development Corp.
727-91/92	Social Services	Catholic Charities (Family Resource Center)
728-91/92	Social Services	Conrad House, Inc. (S.F. Support Services - MSC Program)
729-91/92	Social Services	Travelers Aid S.F./Childcare Center
730-91/92	Social Services	Travelers Aid S.F./Emergency Shelter
731-91/92	Social Services	Robert L. Tufel
732-91/92	Social Services	Recreation Center for the Handicapped (RCH)
733-91/92	Social Services	(THC) Tenderloin Housing Clinic/Modified Payments

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
734-91/92	Social Services	The Glide Foundation
735-91/92	Social Services	University of California/EPP/In-Home Support Service
736-91/92	Social Services	Larkin Street Youth Center
737-91/92	Social Services	The Salvation Army-The Gateway
738-91/92	Social Services	Alicia F. Lieberman, Ph.D.
739-91/92	Social Services	Carolyn Block, Ph.D.
740-91/92	Social Services	Valata Jenkins-Monroe, Ph.D.
741-91/92	Social Services	St. Vincent de Paul Society of S.F. (MSC)
742-91/92	Controller	Pacific Coast Systems
743-91/92	Controller	ACS Commercial Services Corp.
744-91/92	Controller	Tri-Pacific Consulting
745-91/92	Controller	S.K. White Consulting
746-91/92	Controller	Savvy, Inc.
747-91/92	Controller	S.K. White Consulting
748-91/92	Purchasing	Bedford Consulting
749-91/92	Purchasing	Mardave Compu, Inc.

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

- (C) Requests for appointment above the entrance rate for various employees. (File No. 2136-92)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Paul Case 6340 School Construction Coordinator	SFUSD	3	3
Taghi Esfahani 5234 Junior Electrical Engineer	SFUSD	5	5
Frank Filice 5280 Planner III	Public Works	3	3
Maria Manasievici 1406 Senior Clerk	Public Works	5	5
Alfreda Davis Porter 8182 Director, Office of Citizens Complaints	Police	5	5
Diane Nicollette Collins 2230 Physician Specialist (As-Needed)	Public Health	5	5
Diane Nicollette Collins 2232 Senior Physician Specialist	Public Health	5	5
Jesse Smith 8178 Senior Attorney, Civil & Criminal	City Attorney	3	3
Lawrence Wayte 8174 Attorney, Civil & Criminal	City Attorney	5	5
Cheryl Weisbord 8182 Head Attorney, Civil & Criminal	City Attorney	5	5
Kathryn Zoglin 8178 Senior Attorney, Civil & Criminal	City Attorney	3	3

Rec: Adopt staff report.

DISMISSAL OF PERMANENT EMPLOYEE

- (D) Dismissal of Alberta Sullivan, Class 1446 Secretary II, 3/E-125, Airports Commission.

October 1, 1990: Off calendar at the request of Local 790. Ms. Sullivan to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matters.

Rec: Off calendar. No action taken. As a retired employee, Ms. Sullivan is ineligible for employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (E) Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

March 16, 1992: Over to the meeting of April 20, 1992 at Ms. Moy's request.

April 20, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Moy's attorney.

May 18, 1992: Over to the meeting of June 1, 1992 at the request of Ms. Moy's attorney.

Rec: Off calendar; request for hearing withdrawn.

REGULAR CALENDAR

EXAMINATION MATTERS

- (7) Appeal of staff's denial of protest of examination in Class 2810 Principal Disease Control Investigator. (File No. 3064-92)
- March 16, 1992: Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.
- April 6, 1992: Off calendar at the request of the Department of Public Health.
- May 18, 1992: Over to the meeting of June 1, 1992 by Commission action. Refer to the General Manager, Personnel for review and recommendations.
- Rec: Adopt staff report; adopt eligible list CPE-1 for Class 2810 Principal Disease Control Investigator.

- (8) Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (File No. 3077-92)
- April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Lamont's request.
- April 20, 1992: Referred to staff; over to the meeting of May 4, 1992.
- May 4, 1992: Over to the meeting of May 18, 1992 at the request of the City Attorney.
- May 18, 1992: Over to the meeting of June 1, 1992 at the request of the City Attorney.
- Rec: Adopt staff report; deny appeals of Tara D. Lamont and Andrew Maloney.

IN-SERVICE MATTERS

- (9) Appeal of the decision of the General Manager, Personnel by Margery L. Wong to deny request to rescind her resignation of October 2, 1978 and allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (File No. 4498-92)
- April 20, 1992: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.

IN-SERVICE MATTERS (cont.)

(9)

(cont.) May 4, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Wong's attorney.

May 18, 1992: Over to the meeting of June 1, 1992 at the request of Ms. Wong's attorney.

Rec: Adopt staff report; deny appeal of Margery L. Wong; sustain the decision of the General Manager, Personnel.

(10)

Appeal of the decision of the General Manager, Personnel, by Eduardo O. Soriano to deny request to return his name to the eligible list for Class 2302 Orderly. (File No. 4668-92)

Rec: Adopt staff report; deny appeal of Eduardo O. Soriano; sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 1, 1992

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(11) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

RESIGNATION - SERVICES UNSATISFACTORY

(12) Karim Batcha, 2905 Senior Eligibility Worker, 64/CPE-4, Department of Social Services, 6/3/88.

July 18, 1988: Off calendar at the request of Local 535. Mr. Batcha to notify the Assistant Secretary when prepared to proceed. Mr. Batcha to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Batcha's request.

April 20, 1992: Over to the meeting of June 1, 1992 at Mr. Batcha's request.

Recommendation of the Department of Social Services:

Accept resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (13) Olivia Franco, 2708 Custodian, 268/E-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/92.

May 18, 1992: Over to the meeting of June 1, 1992 at the request of Local 790.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 1, 1992

PART III - 4 p.m.

POLICY AND OVERSIGHT MATTERS

(14) DIVISION REPORT.

Decentralized Personnel Units

Introduction: Don Pistolessi, Civil Service Commission Staff
Coordinator, Decentralized Personnel Units
Reports:

Department of Public Health

Department of Social Services

Airports Commission

Public Utilities Commission

(15) CRITICAL ISSUES.

- Americans with Disabilities Act: Joint presentation by
the Equal Employment
Opportunity and
Affirmative Action
Division and the City
Attorney's Office.

April 20, 1992: Over to the meeting of May 4, 1992 at the joint
request of the Equal Employment Opportunity and
Affirmative Action Division and the City Attorney.

May 4, 1992: Over to the meeting of May 18, 1992 at the request
of the City Attorney.

May 18, 1992: Over to the meeting of June 1, 1992 at the request
of the City Attorney.

(16) GENERAL MANAGER'S REPORT.

(17) COMMISSIONERS' NEW BUSINESS.

(18) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(19) The following matter will be heard in closed session at the request of the appellant pursuant to Section 54957 of the Government Code of the State of California:

Appeal of the decision of the General Manager, Personnel by Mark Goldstein to deny request to return his name to the holdover roster for Class 1270 Departmental Personnel Officer. (File No. 4665-92)

May 18, 1992: Over to the meeting of June 1, 1992 at Mr. Goldstein's request.

Rec: Adopt staff report; deny appeal of Mark R. Goldstein; sustain the decision of the General Manager, Personnel.

(20) ADJOURNMENT



Cleo Donovan,
President

Emi R. Uyehara,
Vice President

Grant S. Mickins
Commissioner

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

JUNE 15, 1992

ROOM 282 CITY HALL

DOCUMENTS DEPT.

JUN 12 1992

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY TRANSIT OPERATOR CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 15, 1992

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of June 1, 1992.

(4) ANNOUNCEMENTS.

A. Executive Session, June 11, 1992.

B. Executive Session, June 15, 1992.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH K.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1104-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
750-91/92	Commission on the Aging	Asian Law Caucus
751-91/92	Commission on the Aging	Bayview Hunters Point Multipurpose Senior Center
752-91/92	Commission on the Aging	Bernal Heights Community Foundation

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
753-91/92	Commission on the Aging	Catholic Charities
754-91/92	Commission on the Aging	Centro Latino De San Francisco, Inc.
755-91/92	Commission on the Aging	Church of the Advent
756-91/92	Commission on the Aging	Episcopal Community Services-Canon Kip
757-91/92	Commission on the Aging	Family Service Agency
758-91/92	Commission on the Aging	Filipino-American Council
759-91/92	Commission on the Aging	Golden Gate Senior Services
760-91/92	Commission on the Aging	In-Home Supportive Services Consortium (IHSS)
761-91/92	Commission on the Aging	Kimochi, Inc.
762-91/92	Commission on the Aging	John King Senior Center
763-91/92	Commission on the Aging	Korean Center, Inc.
764-91/92	Commission on the Aging	Legal Assistance to the Elderly
765-91/92	Commission on the Aging	Meals on Wheels
766-91/92	Commission on the Aging	Mission Community Legal Defense, Inc.
767-91/92	Commission on the Aging	Mission Neighborhood Centers, Inc.
768-91/92	Commission on the Aging	North of Market Senior Services

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
769-91/92	Commission on the Aging	Operation Concern
770-91/92	Commission on the Aging	CPMC 30th Street Center
771-91/92	Commission on the Aging	Reality House West
772-91/92	Commission on the Aging	Russian American Community Services
773-91/92	Commission on the Aging	The Salvation Army
774-91/92	Commission on the Aging	San Francisco Institute on Aging
775-91/92	Commission on the Aging	San Francisco Senior Center - Downtown Branch
776-91/92	Commission on the Aging	Self-Help for the Elderly
777-91/92	Commission on the Aging	Services for Seniors
778-91/92	Commission on the Aging	The United Way Adult Day Health Care Network
779-91/92	Commission on the Aging	United Jewish Community Center
780-91/92	Commission on the Aging	Visitacion Valley Community Center
781-91/92	Commission on the Aging	Western Addition Senior Citizens Service Center
782-91/92	Commission on the Aging	Y.M.C.A. of San Francisco
783-91/92	Commission on the Aging	Centro Latino De San Francisco
784-91/92	Commission on the Aging	Church of the Advent
785-91/92	Commission on the Aging	Filipino-American Council of S.F.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
786-91/92	Commission on the Aging	Kimochi, Inc.
787-91/92	Commission on the Aging	Korean Center, Inc.
788-91/92	Commission on the Aging	Meals on Wheels of San Francisco, Inc.
789-91/92	Commission on the Aging	CPMC Senior Services
790-91/92	Commission on the Aging	Russian American Community Services
791-91/92	Commission on the Aging	The Salvation Army
792-91/92	Commission on the Aging	Self-Help for the Elderly
793-91/92	Commission on the Aging	Services for Seniors, Inc.
794-91/92	Commission on the Aging	United Jewish Community Center
795-91/92	Commission on the Aging	Western Addition Senior Citizens Service Center

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts from the Department of Public Health with Short-Doyle Funding. (File No. 1105-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
796-91/92	Public Health	Instituto Familiar de la Raza
797-91/92	Public Health	Asian American Recovery Services, Inc.

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
798-91/92	Public Health	Baker Places, Inc.
799-91/92	Public Health	Bay Area Addiction, Research and Treatment, Inc.
800-91/92	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
801-91/92	Public Health	California Pacific Community Services Corporation/ Operation Concern
802-91/92	Public Health	Center for Human Development, Inc.
803-91/92	Public Health	Center for Juvenile and Criminal Justice, Inc.
804-91/92	Public Health	Chemical Awareness and Treatment Services, Inc.
805-91/92	Public Health	Eclectic Communications, Inc.
806-91/92	Public Health	18th Street Services, Inc.
807-91/92	Public Health	Forensic Health Care, Inc.
808-91/92	Public Health	Friendship House Association of American Indians, Inc.
809-91/92	Public Health	Haight Ashbury Free Clinics, Inc.

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
810-91/92	Public Health	Horizons Unlimited of S.F., Inc.
811-91/92	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
812-91/92	Public Health	Multicultural Training Resource Center, Inc.
813-91/92	Public Health	National Council on Alcoholism and Other Drug Addictions-Bay Area, Inc.
814-91/92	Public Health	North of Market Senior Services, Inc.
815-91/92	Public Health	Henry Ohlhoff House, Inc.
816-91/92	Public Health	St. Vincent de Paul Society of S.F.
817-91/92	Public Health	The Salvation Army, A California Corp.
818-91/92	Public Health	S.F. Pretrial Diversion Project, Inc.
819-91/92	Public Health	S.F. Suicide Prevention, Inc.
820-91/92	Public Health	University of California/AIDS Health Project
821-91/92	Public Health	University of California/Program for AIDS Conseling and Education

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
822-91/92	Public Health	Walden House, Inc.
823-91/92	Public Health	Westside Community Mental Health Center, Inc.
824-91/92	Public Health	Women's Alcoholism Center, Inc.
825-91/92	Public Health	Women's Institute for Mental Health, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Review of requests for approval of proposed personal services contracts. (File No. 1106-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
826-91/92	Airport	Diane Sanchez
827-91/92	Airport	Traffic Data Service
828-91/92	Airport	Geo/Resource Consultants, Inc.
829-91/92	Animal Care & Control	California Center for Wildlife
830-91/92	Animal Care & Control	All Animals Emergency
831-91/92	Animal Care & Control	Mission Pet Hospital
832-91/92	Animal Care & Control	S.F. SPCA Hospital
833-91/92	Animal Care & Control	Pets Unlimited
834-91/92	Arts Commission	Al Wong
835-91/92	Civil Service Commission	Towers Perrin Company

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
836-91/92	Controller	Precision Writing
837-91/92	Controller	Melotech, Inc.
838-91/92	Controller	Main Consulting
839-91/92	Controller	Owens Information Systems, Inc.
840-91/92	Controller	Mastech Corporation
841-91/92	Controller	Precision Writing
842-91/92	Convention Facilities	S.F. Convention & Visitors Bureau
843-91/92	Convention Facilities	Wallace Mah & Louie
844-91/92	District Attorney	Hastings College of Law
845-91/92	District Attorney	Golden Gate University
846-91/92	District Attorney	S.F. State University
847-91/92	District Attorney	University of San Francisco
848-91/92	District Attorney	University of California at Berkeley
849-91/92	District Attorney	New College of California
850-91/92	Juvenile Probation	Law Enforcement Psychological Services
851-91/92	Juvenile Probation	Potrero Hill Neighborhood House
852-91/92	Juvenile Probation	OMI-Pilgrim Community Center

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
853-91/92	Juvenile Probation	Bayview-Hunter's Point Foundation
854-91/92	Juvenile Probation	Morrisania West, Inc.
855-91/92	Juvenile Probation	Pilipino Early Intervention
856-91/92	Police	Wayne Papy
857-91/92	Police	Tiburon, Inc.
858-91/92	Public Health	Central City Hospitality House
859-91/92	Public Health	Eighteenth Street Services
860-91/92	Public Health	UCSF/AIDS Health Project
861-91/92	Public Health	University of California, S.F.
862-91/92	Public Health	AIDS Benefits Counselors
863-91/92	Public Health	AIDS Indigent Direct Services
864-91/92	Public Health	Bayview-Hunter's Point Foundation/A.I.A.I.
865-91/92	Public Health	Bayview-Hunter's Point Foundation/A.I.A.I.
866-91/92	Public Health	Black Coalition on AIDS
867-91/92	Public Health	California Pacific Medical Center/Operation Concern

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
868-91/92	Public Health	Visiting Nurses and Hospice of S.F./California Pacific Medical Center
869-91/92	Public Health	California Prostitute Education Project
870-91/92	Public Health	Community United Against Violence
871-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
872-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
873-91/92	Public Health	Eighteenth Street Services
874-91/92	Public Health	Filipino Task Force on AIDS
875-91/92	Public Health	GAPA Community HIV Project
876-91/92	Public Health	Genesis Church and Ecumenical Center (Genesis)
877-91/92	Public Health	The Glide Foundation
878-91/92	Public Health	The Glide Foundation
879-91/92	Public Health	Haight Ashbury Free Medical Clinic
880-91/92	Public Health	Hispanic Headquarters Advertising
881-91/92	Public Health	Japanese Community Youth Council

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
882-91/92	Public Health	Mission Neighborhood Health Center
883-91/92	Public Health	National Association of Black and White Men Together/BAHSES
884-91/92	Public Health	National Task Force on AIDS Prevention
885-91/92	Public Health	Planned Parenthood of Alameda & S.F. (PHREDA PROJECT)
886-91/92	Public Health	Planned Parenthood of Alameda & S.F. (PHREDA PROJECT)
887-91/92	Public Health	Polaris Research and Development
888-91/92	Public Health	Project Open Hand
889-91/92	Public Health	S.F. AIDS Foundation
890-91/92	Public Health	S.F. AIDS Foundation
891-91/92	Public Health	S.F. AIDS Foundation
892-91/92	Public Health	The Shanti Project
893-91/92	Public Health	UCSF/AIDS Health Project
894-91-92	Public Health	UCSF/AIDS Health Project
895-91/92	Public Health	UCSF/AIDS Health Project

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
896-91/92	Public Health	Women's Institute for Mental Health
897-91/92	Public Health	Sequoia Hospital Distribution, Redwood City
898-91/92	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
899-91/92	Public Health	Eighteenth Street Services, Inc.
900-91/92	Public Health	Haight Ashbury Free Clinics, Inc.
901-91/92	Public Health	University of California/AIDS Health Project
902-91/92	Public Health	Westside Community Mental Health Center, Inc.
903-91/92	Public Health	Professional Management Development Corporation
904-91/92	Public Health	Baker Places, Inc.
905-91/92	Public Health	Haight Ashbury Free Clinics, Inc.
906-91/92	Public Health	The Salvation Army, A California Corporation
907-91/92	Public Health	University of California/Program for AIDS Counseling & Education
908-91/92	Public Health	Walden House, Inc.

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
909-91/92	Public Health	Women's Institute for Mental Health, Inc.
910-91/92	Public Health	Industrial Emergency Council
911-91/92	Public Utilities Commission	Bechtel Corporation
912-91/92	Public Utilities Commission	Camp Dresser & McKee, Inc. (CDM)
913-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
914-91/92	Public Works	IBM
915-91/92	Public Works	Marilyn McDonald Video Productions
916-91/92	Public Works	Data Processing & Accounting Services (DPAS)
917-91/92	Public Works	Packaged Business Solutions, Inc.
918-91/92	Public Works	Integrated Business Solutions, Inc.
919-91/92	Public Works	Mick Hurley Consulting
920-91/92	Public Works	Abacus
921-91/92	Public Works	Tim Meager & Associates, Inc.
922-91/92	Sheriff	Walden House, Inc.
923-91/92	Sheriff	Geese Theatre Company
924-91/92	Sheriff	Chris Shaeffer
925-91/92	Sheriff	Maxine D. Gerritsen

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
926-91/92	Social Services	Ralph Andersen and Associates
927-91/92	Social Services	Geneva Social Development Center
928-91/92	Social Services	Association for Retarded Citizens (ARC)
929-91/92	Social Services	Children's Council of S.F.
930-91/92	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(D) Classification of positions in various city departments.
(File No. 1110-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	11	7372 Stationary Engineer, Sewage Plant (Sch. 56.8 \$1463B1773)	Same
	7	7373 Senior Stationary Engineer, Sewage Plant (Sch. 59.3 \$1650B2004)	Same

Rec: Adopt staff report.

(E) Requests for appointment above the entrance rate for various employees. (File No. 2146-92)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Thomas Hart 1926 Senior Materials and Supplies Supervisor	Recreation and Park	2	2
Sigmund Krane 2802 Epidemiologist II	Public Health	5	5
Michael Juricich 9209 Airport Police Services Aide	Airport	5	5
Dennis O'Mahony 9209 Airport Police Services Aide	Airport	4	4
James Davis 2910 Social Worker	Social Services	5	5
Andrew Steiman 5266 Architectural Associate II	Public Works	3	3

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Larry Cruz A123 Director, Homeless Programs	Public Health	5	5 6/30/92
David Dupree 1844 Senior Management Assistant	Public Health	5	5 6/30/92

Rec: Adopt staff report.

(F) Requests for extension of appointments above the entrance rate for various employees. (File No. 2148-92)

Rec: Adopt staff report.

- (G) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2149-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify the departments accordingly.

- (H) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 2580 Coroner's Investigator from six (6) months to one (1) year. (File No. 4833-92)

Rec: Post for adoption at the meeting of July 6, 1992.

- (I) Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff. (File No. 4751-92)

Rec: Adopt staff report.

- (J) Requests for appointment above the entrance rate for various exempt employees in the City Attorney's Office. (File No. 2153-92)

Rec: Adopt staff report.

- (K) Appeal of background rejection for Class 9163 Transit Operator by Karin D. Williams. (File No. 3616-92)

Rec: Over the meeting of July 6, 1992 at the request of the Public Utilities Commission.

REGULAR CALENDAR

IN-SERVICE MATTERS

- (6) Appeal of the decision of the General Manager, Personnel by Charles O'Neill-Jones to restrict future employment and cancel current examination and eligibility status. (File No. 4666-92)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Mr. O'Neill-Jones' attorney.

Rec: Adopt staff report; deny appeal of Charles O'Neill-Jones; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

- (7) Appeal of staff's denial of protest of the examination for Class 2946 Senior Eligibility Worker Supervisor List A - All Programs except Staff Development. (File No. 3627-92)

Rec: Adopt staff report; deny appeal of Richard D. Shearin.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 15, 1992

PART II - 3 p.m.

APPEALS BY
TRANSIT OPERATOR CANDIDATES

(8) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(9) Appeal of background rejection for Class 9163 Transit Operator by Phillip Jones. (File No. 3617-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

(10) Appeal of background rejection for Class 9163 Transit Operator by Lionel May. (File No. 3628-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 15, 1992

PART III - 4 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(11) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (12) Ernest East, 1404 Clerk, 1/DT-1, Department of Parking and Traffic, Residential Parking Program, 3/23/92.

May 4, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

- (13) Veronica Malone, 2708 Custodian, 42/E-54, San Francisco Unified School District, Custodial Services, 1/22/92.

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

Recommendation of the San Francisco Unified School District:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (14) Margaret Fragoso, 1424 Clerk Typist, 4/E-328, Department of Public Health, Community Public Health Services, 5/8/92.

Rec: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (15) Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91. (Calendar Item No. 26)

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

April 20, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

Rec: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (16) Oscar E. Brown, 2312 Licensed Vocational Nurse, 7/E-74, Department of Public Health, San Francisco General Hospital Medical Center, 3/12/92.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE

- (17) Ethel Edwards-Flores, 2708 Custodian, 231/E-3, Recreation and Park Department, 4/8/92.

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Ms. Edwards-Flores' attorney.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three years of work experience outside the City and County service. Medical clearance by a civil service designated physician prior to reemployment. Not to be employed again by the Recreation and Park Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (18) Herbert Beasley, 9139 Transit Supervisor, 59/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/16/92.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (19) Henry Glover, 9163 Transit Operator, 147/P-121, Public Utilities Commission, San Francisco Municipal Railway, 4/28/92.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized rehabilitation program. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 15, 1992

PART IV - 5 P.M.

P O L I C Y A N D O V E R S I G H T M A T T E R S

(20) DIVISION REPORT.

Request for adoption of the Revised Performance Appraisal System and Report Form for Managers and Supervisors.

Rec: Adopt staff report.

(21) GENERAL MANAGER'S REPORT.

(22) COMMISSIONERS' NEW BUSINESS.

(23) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(24) ADJOURNMENT



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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
AGENDA

DOCUMENTS DEPT.

JULY 1992

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PUBLIC LIBRARY

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Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

MEETING OF

JULY 6, 1992

ROOM 282 CITY HALL

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER,
DEPUTY SHERIFF AND TRANSIT OPERATOR
CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 6, 1992

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of June 15, 1992.

(4) ANNOUNCEMENTS.

- A. The Civil Service Commission recessed its closed session on Monday, June 15, 1992 and met at 5 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54957 of the Government Code of the State of California to discuss labor relations and personnel matters. Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara. No action was taken. This Executive Session was again recessed to Monday, June 22, 1992 at 7:30 a.m. in Room 154C City Hall. Present were Commissioners Donovan, Munson, Rios and Uyehara. The Civil Service Commission approved Contract Number 931-92/92 for the Civil Service Commission with Heidrick and Struggles; notify the offices of the Controller and the Purchaser.
- B. Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meetings of September 7, 1992 and September 21, 1992. The Commission will hold one regular meeting during September on Monday, September 14, 1992. Notice of time and location will be issued shortly.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH E.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1151-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
932-91/92	Airport	Lazard Freres & Co. and Grigsby Branford & Co.
933-91/92	Airport	Sequoia Analytical Laboratory
934-91/92	Airport	Park-Gilman Clinics, Inc.
935-91/92	Airport	Shelly Dowell
936-91/92	Airport	Melanie Snedcoff
937-91/92	Airport	Teresa Grana
938-91/92	Arts Commission	Michael Manwaring
939-91/92	CAO	Aileen C. Hernandez Associates
940-91/92	CAO	S.F. League of Urban Gardeners (SLUG)
941-91/92	Commission on Aging	S.F. Suicide Prevention, Inc.
942-91/92	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
943-91/92	Commission on Status of Women	S.F. Bar Association Volunteer Legal Services
944-91/92	Commission on Status of Women	St. Vincent de Paul Society of S.F. Rosalie House
945-91/92	Commission on Status of Women	St. Vincent de Paul Society of S.F. Rosalie House

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
946-91/92	Commission on Status of Women	Community United Against Violence (CUAV)
947-91/92	Commission on Status of Women	La Casa de las Madres
948-91/92	Commission on Status of Women	La Casa de las Madres
949-91/92	Commission on Status of Women	Asian Women's Shelter
950-91/92	Commission on Status of Women	Asian Women's Shelter
951-91/92	Commission on Status of Women	Donaldina Cameron House
952-91/92	Commission on Status of Women	Family Violence Prevention Fund
953-91/92	Commission on Status of Women	Nihonmachi Legal Outreach
954-91/92	Commission on Status of Women	St. Vincent de Paul Society of S.F./Brennan House
955-91/92	Commission on Status of Women	S.F. Neighborhood Legal Assistance Foundation
956-91/92	Commission on Status of Women	WOMAN, Inc.
957-91/92	Controller	S.K. White Consulting
958-91/92	Controller	Akire Corporation
959-91/92	Controller	Data Processing & Accounting Services
960-91/92	District Attorney	Informatix, Inc.
961-91/92	Fire	UC San Francisco

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
962-91/92	Fire	Wes Valentine
963-91/92	Police	Arthur Rose
964-91/92	Public Utilities Commission	Carlton/E.H. White
965-91/92	Public Utilities Commission	The Planning Collaborative
966-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
967-91/92	Public Utilities Commission	EIP Associates
968-91/92	Public Utilities Commission	ERM West, Inc.
969-91/92	Public Utilities Commission	P.G.H. Wong Engineering
970-91/92	Public Works	Kellco Services. Inc.
971-91/92	Public Works	SCA Environmental, Inc.
972-91/92	Public Works	McLaren Hart Environmental Engineering
973-91/92	Public Works	ACC Environmental Consultants
974-91/92	Public Works	Harding Lawson Associates
975-91/92	Retirement	Callan & Associates
976-91/92	Retirement	Bankers Trust Comapny
977-91/92	Retirement	Barra & Associates
978-91/92	Retirement	Capital Guardian Trust Co.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
979-91/92	Retirement	Dietche & Field Advisers, Inc.
980-91/92	Retirement	Hanson Investment Managment Company
981-91/92	Retirement	Lehman Ark Management Co.
982-91/92	Retirement	Lewis, Bailey Associates, Inc.
983-91/92	Retirement	MacKay Shields Financial Corporation
984-91/92	Retirement	McCullough, Andrews & Cappiello, Inc.
985-91/92	Retirement	Nicholas-Applegate Capital Management
986-91/92	Retirement	Oechsle International Advisors
987-91/92	Retirement	Provident Investment Counsel
988-91/92	Retirement	RCM Capital Management
989-91/92	Retirement	Scudder, Stevens & Clark
990-91/92	Retirement	TCW Asset Management Company
991-91/92	Retirement	The Townsend Group
992-91/92	Retirement	Warburg Investment Management International
993-91/92	Retirement	Brinson Partners, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
994-91/92	Retirement	Axe Core Investors
995-91/92	Sheriff	Flor Ramirez
996-91/92	Sheriff	Mary Elizabeth Buckner
997-91/92	Sheriff	Arlene Hamilton
998-91/92	Sheriff	Ruth Morgan
999-91/92	Sheriff	Hamish Sinclair
1000-91/92	Sheriff	Fania Davis
1001-91/92	Sheriff	Virginia Bogoslovski
1002-91/92	Social Services	S.F. Educational Services.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various city departments.
(File No. 1150-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Airport	1	A018 Department Risk Manager (Sch. 62.2 \$1899B2309)	1242 Personnel Analyst (Sch. 57.6 \$1520B1844)
Adult Probation	1	1844 Senior Management Assistant (Sch. 59.0 \$1626B1975)	1244 Senior Personnel Analyst (Sch. 61.6 \$1844B2242)
Public Health	1	2885 Deputy Director of Adult Services, CMHS (Sch. 75.0 \$3547B4311)	Same

Rec: Adopt staff report.

- (C) Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from April 1, 1992 to June 30, 1992. (File No. 4925-92)

Rec: Approve.

- (D) Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff. (File No. 4904-92)

Rec: Adopt staff report.

- (E) Appeal of background rejection for Class 9163 Transit Operator by Karin D. Williams. (File No. 3616-92)

June 15, 1992: Over the meeting of July 6, 1992 at the request of the Public Utilities Commission.

Rec: Over to the meeting of July 20, 1992 at the request of the Public Utilities Commission.

REGULAR CALENDAR

CLASSIFICATION MATTERS

- (6) Review of request for approval of proposed personal services contract. (File No. 1106-92)

June 15, 1992: Contract Number 857-91/92 over to the meeting of July 6, 1992.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
857-91/92	Police	Tiburon, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

- (7) Requests for appointment above the entrance rate for various employees. (File No. 2146-92)

June 15, 1992: Appointments above the entrance rate for Michael Juricich, Dennis O'Mahony, James Davis, Andrew Stelman and David Dupree over the meeting of July 6, 1992.

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Michael Juricich 9209 Airport Police Services Aide	Airport	5	5
Dennis O'Mahony 9209 Airport Police Services Aide	Airport	4	4
James Davis 2910 Social Worker	Social Services	5	5
Andrew Stelman 5266 Architectural Associate II	Public Works	3	3

COMPENSATION MATTERS (cont.)

- (7) 2. TEMPORARY EXEMPT APPOINTMENTS
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
David Dupree 1844 Senior Management Assistant	Public Health	5	5 6/30/92

Rec: Adopt staff report.

- (8) Request for extension of appointment above the entrance rate for David Dupree. (File No. 2148-92)

June 15, 1992: Appointment above the entrance rate for David Dupree over to the meeting of July 6, 1992.

Rec: Adopt staff report.

- (9) Requests for appointment above the entrance rate for various employees. (File No. 2167-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Elizabeth Dietrich 8176 Trial Attorney	City Attorney	3	3
James Amoroso 8304 Deputy Sheriff	Sheriff	5	5
Marianna Glenday 2802 Epidemiologist I	Public Health	3	3

Rec: Adopt staff report.

IN-SERVICE MATTERS

- (10) Status Rights as a result of the settlement in the case of Loomis, et al, vs. Silverman, et al, Superior Court Number 811-096.
(File No. 4953-92)

Rec: Adopt staff report.

1. Austin Loomis, Edward Palacios and Ronald Warren be granted status to positions in Class 7355 Truck Driver as positions become available and in accordance with their total length of service with the City and County of San Francisco; and
2. The employees will be required to complete a six-month probationary period in Class 7355 Truck Driver.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 6, 1992

PART II - 3 p.m.

APPEALS BY POLICE OFFICER,
DEPUTY SHERIFF
AND
TRANSIT OPERATOR CANDIDATES

(11) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

- (12) Appeal of background rejection for Class Q2 Police Officer by Randy D. Winn. (File No. 3151-92)

Rec: Adopt staff report; deny appeal of Randy D. Winn; sustain the decision of the Chief of Police.

- (13) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

EXAMINATION MATTERS (cont.)

- (13) January 6, 1992: Over to the meeting of March 2, 1992 at the
(cont.) request of Mr. Lara's attorney.
- March 2, 1992: Over to the meeting of March 16, 1992 at
the request of Mr. Lara's attorney.
- March 16, 1992: Over to the meeting of May 18, 1992 at the
joint request of the Sheriff and Mr. Lara's
attorney.
- May 18, 1992: Over to the meeting of July 6, 1992 at the
request of Mr. Lara's attorney.
- Rec: Adopt staff report; deny appeal of David L. Lara; sustain the
decision of the Sheriff.
-
- (14) Appeal of background rejection for Class 9163 Transit Operator by
Lionel May. (File No. 3628-92)
- June 15, 1992: Over to the meeting of July 6, 1992 at Mr.
May's request.
- Rec: Adopt staff report; deny appeal of Lionel May; sustain the
decision of the General Manager, Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 6, 1992

PART III - 4 p.m.

(15) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (16) Anne M. Mitchell, 1408 Principal Clerk, 28/CPE-9, San Francisco Community College District, 6/11/92.

Recommendation of the San Francisco Community College District:

Approve the separation. Reinstate to a position in the class from which promoted (Class 1446 Secretary II).

APPEAL OF AUTOMATIC RESIGNATION

- (17) Ernest East, 1404 Clerk, 1/DT-1, Department of Parking and Traffic, Residential Parking Program, 3/23/92.

May 4, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

June 15, 1992: Over to the meeting of July 6, 1992 at the request of Local 790. The Commission stipulated that this will be the final continuance.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

- (18) Veronica Malone, 2708 Custodian, 42/E-54, San Francisco Unified School District, Custodial Services, 1/22/92.

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

June 15, 1992: Over to the meeting of July 6, 1992 at the request of Local 790. (Commissioner Uyehara excused from voting on this item by vote of the other Commissioners pursuant to Charter Section 3.500.)

Rec: Off calendar at the request of the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (19) Margaret Fragoso, 1424 Clerk Typist, 4/E-328, Department of Public Health, Community Public Health Services, 5/8/92.

June 15, 1992: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (20) Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91.

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

April 20, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

(20) June 15, 1992: Over to the meeting of July 6, 1992 at the
(cont.) request of the Department of Public Health.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

(21) Wyatt Woo, 7540 Track Maintenance Worker, 8/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 3/31/92.

Recommendation of the Public Utilities Commission:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized rehabilitation program. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 6, 1992

PART IV - 5 p.m.

P O L I C Y A N D O V E R S I G H T M A T T E R S

(22) GENERAL MANAGER'S REPORT.

(23) COMMISSIONERS' NEW BUSINESS.

(24) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(25) ADJOURNMENT.

July 10, 1992

NOTICE

The San Francisco Civil Service Commission is beginning a search for its next Executive Director. The Commission would like to invite your comments and thoughts relative to this recruitment. A public hearing is scheduled for 6 p.m. on July 20, 1992 at which individuals/organizations will be given an opportunity to comment. We are specifically requesting input on:

- desired/appropriate background and qualifications of potential candidates
- specific challenges for the position
- suggested outreach activities

The Commission has enlisted the assistance of a search firm, Heidrick and Struggles, and the consultants from this firm will be in attendance to respond to questions and to provide information on process issues. Nominations of specific individuals for the post may also be communicated to the consultants at this time.

If you are unable to attend this meeting, your written comments may be forwarded to the Civil Service Commission, Room 153 City Hall, San Francisco, CA 94102.

DOCUMENTS DEPT.

JUL 13 1992

SAN FRANCISCO
PUBLIC LIBRARY

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Carol M. Sam".

Carol M. Sam
Assistant Secretary

(1237B)



PUBLIC LIBRARY
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DOCUMENTS SECTION
1 CAL (57) BOX 41

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
AGENDA

Cleo Donovan,
President

Emi R. Uyehara,
Vice President

Grant S. Mickins
Commissioner

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

MEETING OF

JULY 20, 1992

ROOM 282 CITY HALL

DOCUMENTS DEPT.

JUL 17 1992

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER AND
TRANSIT OPERATOR CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 20, 1992

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA
- (3) MINUTES.
Regular Meeting of July 6, 1992.
- (4) ANNOUNCEMENTS.
Executive Session, July 20, 1992.

C O N S E N T C A L E N D A R

- (5) CONSENT CALENDAR ITEMS A THROUGH G.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1184-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-92/93	Airport	Virginia Sunday
2-92/93	Airport	Morla Design
3-92/93	Controller	Information Technologies, Inc.
4-92/93	Controller	Berkeley Software, Inc.
5-92/93	Fire	Tiburon, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
6-92/93	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
7-92/93	Mayor	Peter M. Finnegan
8-92/93	Port	Dowd Relations
9-92/93	Port	Smith, Dawson & Andrews
10-92/93	Public Utilities Commission	Call Company, Ltd.
11-92/93	Public Works	TEI Consulting Engineers, Inc.
12-92/93	Sheriff	Linda Connelly & Associates
13-92/93	Public Health	Bayview Hunter's Point Foundation
14-92/93	Public Health	University of California
15-92/93	Public Health	Catalyst Systems
16-92/93	Public Health	Mission Neighborhood Health Center
17-92/93	Public Health	Bar Association of San Francisco
18-92/93	Public Health	Maia Madden
19-92/93	Public Health	Betty Fung
20-92/93	Public Health	Kopell & Associates and Maureen O'Rorke Public Relations and Advertising (joint venture)
21-91/92	Public Health	Glide Foundation
22-91/92	Public Health	GAPA Community HIV Project

(A)(cont.)

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Requests for appointment above the entrance rate for various employees. (File No. 2180-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Edna Ho 1874 Senior Programmer Analyst	Controller	4	4
Edgardo Moncada 2910 Social Worker	Social Services	5	5
Bobbie Shelbourne 1426 Senior Clerk Typist	Public Health	4	4
Renee Streett 1424 Clerk Typist	Airport	2	2
As-Needed Appointments Class 2548 Occupational Therapist	Public Health	5	5
As-Needed Appointments Class 2542 Speech Pathologist	Public Health	4	4

Rec: Adopt staff report.

(C) Classification of position in the Department of Parking and Traffic. (File No. 1185-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Parking and Traffic	1	A099 Director, Parking Enforcement (J, \$2033B2472)	Establish Class 8220 Director, Parking Enforcement (J,Z Sch. 63.6 \$2033B2472).

Rec: Adopt staff report.

- (D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(File No. 2178-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (E) Establishment of a fee for copies of the Civil Service Commission publication "Personnel Policies and Procedures Manual."
(File No. 6020-92)

Rec: Adopt staff report; establish a fee for copies of the Civil Service Commission publication "Personnel Policies and Procedures Manual" at \$15.00 per copy effective immediately in accordance with San Francisco Administrative Code Section 8.26.

- (F) Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff. (File No. 6000-92)

Rec: Adopt staff report.

- (G) Request for temporary exempt status for employees in Class 1831 Legislative Aide, Board of Supervisors.
(File No. 6015-92)

Rec: Approve request to grant temporary exempt status to all current and future employees in Class 1831 Legislative Aide, Board of Supervisors effective August 4, 1992 for the duration of the term of office of the member of the Board of Supervisors for whom each is employed.

REGULAR CALENDAR

COMPENSATION MATTERS

- (6) Request for appointment above the entrance rate for Marianna Glenday.
(File No. 2167-92)

July 6, 1992: Appointment above the entrance rate for Marianna Glenday over to the meeting of July 20, 1992 at the request of the Department of Public Health.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marianna Glenday 2802 Epidemiologist I	Public Health	3	3

Rec: Adopt staff report.

IN-SERVICE MATTERS

- (7) Status Rights as a result of the settlement in the case of Loomis, et al, vs. Silverman, et al, Superior Court Number 811-096.
(File No. 4953-92)

July 6, 1992: Over to the meeting of July 20, 1992 at the request of the City Attorney.

Rec: Adopt staff report.

1. Austin Loomis, Edward Palacios and Ronald Warren be granted status to positions in Class 7355 Truck Driver as positions become available and in accordance with their total length of service with the City and County of San Francisco; and
2. The employees will be required to complete a six-month probationary period in Class 7355 Truck Driver.

- (8) Appeal of the decision of the General Manager, Personnel by Ms. Donna Loughran to restrict future employment and cancel all current examination and eligibility status. (File No. 6042-92)

Rec: Adopt staff report; deny appeal of Donna Loughran; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

- (9) Appeal of staff denial of protest regarding the oral/performance examination for Class 1956 Senior Purchaser. (File No. 3636-92)

Rec: Adopt staff report; deny appeals of Carlos A. Chavez, Raymond Low, Jeannie Louie, Patrick Mahoney, Rodolfo Sarmiento, and Richard Thomas.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 20, 1992

PART II - 3 p.m.

APPEALS BY POLICE OFFICER
AND
TRANSIT OPERATOR CANDIDATES

(10) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

- (11) Appeal of background rejection for Class Q2 Police Officer by Dennis W. L. Tang. (File No. 3173-92)

Rec: Adopt staff report; deny appeal of W.L. Tang; sustain the decision of the Chief of Police.

- (12) Appeal of background rejection for Class 9163 Transit Operator by Phillip Jones. (File No. 3617-92)

June 15, 1992: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission. (Mr. Jones failed to appear.)

- Rec: 1. Rescind Civil Service Commission action of June 15, 1992 due to notification error;
2. Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

EXAMINATION MATTERS (cont.)

- (13) Appeal of background rejection for Class 9163 Transit Operator by Karin D. Williams. (File No. 3616-92)

June 15, 1992: Over the meeting of July 6, 1992 at the request of the Public Utilities Commission.

July 6, 1992: Over to the meeting of July 20, 1992 at the request of the Public Utilities Commission.

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

- (14) Appeal of background rejection for Class 9163 Transit Operator by Kevin Collins. (File No. 3659-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

- (15) Appeal of background rejection for Class 9163 Transit Operator by Japheth C. Castro. (File No. 3660-92)

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 20, 1992

PART III - 4 p.m.

(16) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (17) Anne M. Mitchell, 1408 Principal Clerk, 28/CPE-9, San Francisco Community College District, 6/11/92.

July 6, 1992: Over to the meeting of July 20, 1992 by Commission action.

Recommendation of the San Francisco Community College District:

Approve the separation. Reinstate to a position in the class from which promoted (Class 1446 Secretary II).

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (18) Mary Thomas, 1426 Senior Clerk Typist, 2/CPE-219, Department of Public Health, Community Mental Health Services, 6/19/92.

Rec: Over to the meeting of August 17, 1992 at the request of Local 790.

APPEAL OF AUTOMATIC RESIGNATION

- (19) Carolyn Moham, 1424 Clerk Typist, 115/CPE-1, Department of Public Health, Community Mental Health Services, 6/26/92.

Rec: Over to the meeting of August 17, 1992 at Ms. Moham's request.

APPEAL OF AUTOMATIC RESIGNATION

- (20) Reiko C. Kubota, 1446 Secretary II, 4/CPE-18, War Memorial and Performing Arts Center, 6/16/92.

Rec. Over to the meeting of August 3, 1992 at the request of the War Memorial and Performing Arts Center.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (21) Margaret Fragoso, 1424 Clerk Typist, 4/E-328, Department of Public Health, Community Public Health Services, 5/8/92.

June 15, 1992: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

July 6, 1992: Over to the meeting of July 20, 1992 by Commission action.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (22) Kevin Mattias, 7514 General Laborer, 8/E-11, Airports Commission, Maintenance Division, 2/12/92. (Calendar Item No. 23)

May 4, 1992: Over to the meeting of May 18, 1992 at Mr. Mattias' request.

May 18, 1992: Over to the meeting of July 20, 1992 at Mr. Mattias' request.

Recommendation of the Airports Commission:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Airports Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (23) Herbert Beasley, 9139 Transit Supervisor, 59/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/16/92.

June 15, 1992: Over to the meeting of July 20, 1992 at the request of Mr. Beasley's attorney.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 20, 1992

PART IV - 5 p.m.

POLICY AND OVERSIGHT MATTERS

(24) GENERAL MANAGER'S REPORT.

(25) COMMISSIONERS' NEW BUSINESS.

(26) SPECIAL ORDER OF BUSINESS TO BE HEARD AT 6 p.m.

Public comment on General Manager, Personnel recruitment.

(27) INDIVIDUALS' REQUESTS TO SPEAK.

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Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(28) ADJOURNMENT.



Cleo Donovan,
President

Emi R. Uyehara,
Vice President

Grant S. Mickins
Commissioner

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

AUGUST 3, 1992

ROOM 282 CITY HALL

DOCUMENTS DEPT.

JUL 30 1992

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

NOTICE

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Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 3, 1992

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of July 20, 1992.

(4) ANNOUNCEMENTS.

Executive Session, August 3, 1992.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1187-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
23-92/93	Adult Probation	California Community Dispute Services
24-92/93	Adult Probation	Occupational Psychological Services
25-92/93	Arts Commission	Lynn Mundell

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
26-92/93	S.F. Community College District	Craig Zachlod
27-92/93	Controller	J. Umbay and Associates
28-92/93	Controller	Pilot Executive Software
29-92/93	Public Utilities Commission	Consolidated Engineering Laboratories
30-92/93	Public Works	Culley Assoc. Inc.
31-92/93	Public Works	Testing Engineers, Inc.
32-92/93	Public Works	Cement and Concrete Reference Lab
33-92/93	Public Works	Rick Arbour & Associates
34-92/93	Social Services	State of California, Employment Development Department (EDD)
35-92/93	Superior Court	Kid's Turn
36-92/93	Superior Court	S.F. Bar Association, Volunteer Legal Services Program
37-92/93	Superior Court	S.F. Youth Courts, Inc.
38-92/93	Public Health	Northern California Institute for Research and Education
39-92/93	Public Health	Catholic Charities
40-92/93	Public Health	AIDS Emergency Fund

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
41-92/93	Public Health	Hispanic Headquarters Advertising
42-92/93	Public Health	Trish Blaise, R.N., Ph.D.
43-92/93	Public Health	Maria Camacho
44-92/93	Public Health	Liza Hecht
45-92/93	Public Health	Fran Meckler
46-92/93	Public Health	Ameera Snell
47-92/93	Public Health	Amy Weiss, MFCC

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of position in various City departments.
(File No. 1188-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College Distirct	1	1487 Financial Aids Assistant (Sch. 54.5 \$1310B1588)	Same
	4	2708 Custodian (Sch. 48.0 \$961B1163)	Same
	1	8204 Institutional Police Officer (Sch. 50.0 \$1342B1626)	Same
	1	1842 Management Assistant (Sch. 56.2 \$1421B1723)	Same
Public Works	1	A987 Safety Manager (Sch. 68.1 \$2533B3080)	6141 Manager, Office of Health and Safety (Sch. 68.1 \$2533B3080)

(B)(cont.)

AMEND THE SPECIFICATION FOR THE FOLLOWING CLASS:

2290 Zoo Veterinarian
(\$3167 biweekly)

At the general election on June 7, 1992, the voters approved Proposition G amending Charter Section 3.551, making the Zoo Veterinarian an exempt position appointed by the General Manager of Recreation and Park, subject to the approval of the Park Commission. The class specification is amended to reflect this action and to update to the current format.

AMEND AND RETITLE THE SPECIFICATIONS FOR THE FOLLOWING CLASSES:

Existing Class Title and Rate

Recommended Class

2660 Administrative Chef
(Sch. 61.0 \$1791B2178)

Retitle and amend the class specification to 2660 Assistant Director, Food Services. Draft class specification as detailed in the staff report.

2850 Director, Women, Infant and Children's Program, Department of Public Health
(\$2956B2956)

Retitle and amend the class specification to 2850 Director of Nutrition Services, Department of Public Health. Draft class specification as detailed in the staff report.

(B)(cont.)

Rec: 1. Class 2850 Director, Women, Infant and Children's Program, Department of Public Health over to the meeting of August 17, 1992 at the request of Local 21.

2. Adopt balance of staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2193-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Julie Kendall AA38 Property Transfer Clerk	Assessor	5	5
Geoffrey Gordon-Creed 8176 Trial Attorney	City Attorney	4	4
Jack F. Blair 8176 Trial Attorney	City Attorney	4	4
Matthew Davis 8176 Trial Attorney	City Attorney	4	4

Rec: Adopt staff report.

(D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2185-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(E) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6113-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (F) Establishment of a fee for copies of six Civil Service Commission publications, "Employee Handbook", "Civil Service Commission Annual Report", "Civil Service Departmental Policy Manual", "Directory of Divisions, Functions and Resource Personnel", "Pay Equity Study, and "Preliminary Salary Survey" (Benchmark Book). (File No. 6130-92)

Rec: Adopt staff report; establish a fee effective immediately, in accordance with the San Francisco Administrative Code Section 8.26, for copies of the Civil Service publications:

"Employee Handbook" at	\$ 2.00
"Civil Service Commission Annual Report" at	\$ 2.00
"Civil Service Departmental Policy Manual" at	\$ 5.00
"Directory of Divisions, Functions and Resource Personnel" at	\$ 3.00
"Pay Equity Study" at	\$20.00
"Preliminary Salary Survey" (Benchmark Book) at	\$ 5.00

- (G) Certification of prevailing wage for janitors employed under personal services contract at the San Francisco International Airport under the provisions of San Francisco Administrative Code Section 6.1-3. (File No. 2189-92)

Rec: Adopt staff report; certify prevailing wage for Janitors employed under personal services contract at the San Francisco International Airport; notify to the San Francisco Airports Commission.

- (H) Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1992-93. (File No. 2187-92)

Rec: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

REGULAR CALENDAR

EXAMINATION MATTERS

- (6) Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor.
(File No. 3074-92)

Rec: Adopt staff report; deny appeal on minimum qualifications, reissue examination announcement for targeted recruitment.

- (7) Appeal of background rejection for Class 9163 Transit Operator by Japheth C. Castro. (File No. 3660-92)

July 20, 1992: Over to the meeting of August 3, 1992 at the request of Mr. Castro.

Rec: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

IN-SERVICE MATTERS

- (8) Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff.
(File No. 6000-92)

July 20, 1992: Exception to the Order of Layoff Requests from Department of Public Health for Classes 1823 and 1824 over to the meeting of August 3, 1992 at the request of the Department of Public Health.

Rec: Adopt staff report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 3, 1992

PART II - 3 p.m.

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (10) Anne M. Mitchell, 1408 Principal Clerk, 28/CPE-9, San Francisco Community College District, 6/11/92. (Calendar Item No. 17)

July 6, 1992: Over to the meeting of July 20, 1992 by Commission action.

July 20, 1992: Over to the meeting of August 3, 1992 at the request of the San Francisco Community College District.

Recommendation of the San Francisco Community College District:

Approve the separation. Reinstate to a position in the class from which promoted (Class 1446 Secretary II).

APPEAL OF AUTOMATIC RESIGNATION

- (11) Reiko C. Kubota, 1446 Secretary II, 4/CPE-18, War Memorial and Performing Arts Center, 6/16/92.

July 20, 1992: Over to the meeting of August 3, 1992 at the request of the War Memorial and Performing Arts Center.

Rec: Over to the meeting of August 17, 1992 at the joint request of Local 790 and the War Memorial and Performance Arts Center.

(12) COMMISSIONERS' NEW BUSINESS.

(13) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(14) ADJOURNMENT.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

Cleo Donovan,
President

Emi R. Uyehara,
Vice President

Grant S. Mickins
Commissioner

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

MEETING OF

AUGUST 17, 1992

ROOM 282 CITY HALL

DOCUMENTS DEPT.

AUG 14 1992

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 17, 1992

PART I - 2 p.m.

ITEM NO.

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of August 3, 1992.
- (4) ANNOUNCEMENTS.
1. Executive Session, August 17, 1992.
 2. Other Announcements.

Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 7, 1992. In addition, the Commission has cancelled its meeting of September 21, 1992 and will hold one regular meeting during September on Monday, September 14, 1992 at 2 p.m. in Room 2C (Basement) City Hall.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1195-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
48-92/93	Airport	Kennedy/Jenks Consultants, Inc.
49-92/93	Airport	Orrick, Herrington, & Sutcliffe and Pamela Jue, Esq.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
50-92/93	Human Rights Commission	Robert La Tullippe
51-92/93	Mayor	El Dorado School Neighborhood Betterment Council
52-92/93	Mayor	Mission Education Projects, Inc.
53-92/93	Mayor	Real Alternatives Program
54-92/93	Mayor	Operation Contact
55-92/93	Public Health	Mission Neighborhood Health Center
56-92/93	Public Health	AIDS Legal Referral Panel
57-92/93	Public Health	Shanti Project
58-92/93	Public Health	Shanti Project
59-92/93	Public Health	San Francisco AIDS Foundation
60-92/93	Public Health	Continuum HIV Day Services
61-92/93	Public Health	James (Jaime) Borrazas
62-92/93	Public Health	California Institute of Integral Studies
63-92/93	Public Health	As Sabr, Inc.
64-92/93	Public Health	UCSF - Department of Surgery
65-92/93	Public Utilities	Booz, Allen & Hamilton
66-92/93	Public Works	Rutherford & Chekene

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
67-92/93	Public Works	Alexander G. Tarics
68-92/93	Public Works	Harding Lawson Associates
69-92/93	Public Works	Trans Pacific Geotechnical Consultants, Inc.
70-92/93	Public Works	Department of Transportation
71-92/93	Public Works	Business Development, Inc.
72-92/93	Sheriff	San Mateo County School Service Fund
73-92/93	Sheriff	Barbara L. Cotton
74-92/93	Social Services	Private Industry Council of S.F., Inc.

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARY IS FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT/DOYLE FUNDING:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
75-92/93	Public Health	Ramsell Corporation

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of position in various City departments.
(File No. 1188-92)

August 3, 1992: Class 2850 Director, Women, Infant and Children's Program, Department of Public Health over to the meeting of August 17, 1992 at the request of Local 21.

(B)(cont.)

AMEND AND RETITLE THE SPECIFICATIONS FOR THE FOLLOWING CLASSES:

<u>Existing Class Title and Rate</u>	<u>Recommended Class</u>
2850 Director, Women, Infant and Children's Program, Department of Public Health (\$295682956)	Retitle and amend the class specification to 2850 Director of Nutrition Services, Department of Public Health. Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (C) Classification of one position in the Department of Public Works.
(File No. 1200-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	AA26 Chief, Division of Surveys and Mapping (J, Sch. 66.6 \$2354B2862)	Establish Class 5192 Chief, Bureau of Subdivisions, Surveys and Mapping (J,Z Sch. 67.2 \$2424B2946) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (D) Requests for appointment above the entrance rate for various employees. (File No. 2201-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Patrick Mahoney 8183 Assistant Chief Attorney II	City Attorney	5	5

(D)(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Blake Loebs 8178 Senior Attorney, Civil and Criminal	City Attorney	2	2
Michael Welch 1876 Data Processing Programming and Systems Supervisor	Controller	3	3
Toye Moses 1843 Executive Director, Southeast Community Facility Commission	Public Works	5	5
Mark Angel 1864 Senior System and Procedure Analyst	Controller	4	4
David Baernkopf 1864 Senior Systems and Procedure Analyst	Controller	5	5

Rec: Adopt staff report.

- (E) Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor.
(File No. 3074-92)

August 3, 1992: Over to the meeting of August 17, 1992 by Commission action.

Rec: Over to the meeting of September 14, 1992 at the request of staff.

:

- (F) Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence. (File No. 6212-92)

Rec: 1. Post for adoption.

2. Transmit to the Employee Relations Division for meet and confer with employee organizations.

- (G) Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (File No. 6205-92)

Rec: 1. Post for adoption.

2. Transmit to the Employee Relations Division for meet and confer with employee organizations.

- (H) Appeal of the decision of the General Manager, Personnel by Charles O'Neill-Jones to restrict future employment and cancel current examination and eligibility status. (File No. 4666-92)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Mr. O'Neill-Jones' attorney.

June 15, 1992: Over to the meeting of August 17, 1992 at Mr. O'Neill-Jones' request.

Rec: Over to the meeting of September 14, 1992 at the request of the San Francisco Airports Commission.

REGULAR CALENDAR

IN-SERVICE MATTERS

- (6) Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff.
(File No. 6000-92)

July 20, 1992: Exception to the Order of Layoff Requests from Department of Public Health for Classes 1823 and 1824 over to the meeting of August 3, 1992 at the request of the Department of Public Health.

August 3, 1992: Over to the meeting of August 17, 1992 at the request of the Department of Public Health.

Rec: Adopt staff report.

COMPENSATION MATTERS

- (7) Request for appointment above the entrance rate for Marianna Glenday.
(File No. 2167-92)

July 6, 1992: Appointment above the entrance rate for Marianna Glenday over to the meeting of July 20, 1992 at the request of the Department of Public Health.

July 20, 1992: Off calendar at the request of the Department of Public Health.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marianna Glenday 2802 Epidemiologist I	Public Health	3	3

Rec: Adopt staff report.

COMPENSATION MATTERS (cont.)

- (8) Certification of prevailing wage for janitors employed under personal services contract at the San Francisco International Airport under the provisions of San Francisco Administrative Code Section 6.1-3. (File No. 2189-92)

August 3, 1992: Over to the meeting of August 17, 1992 at the request of the City Attorney.

Rec: Adopt staff report; certify prevailing wage for Janitors employed under personal services contract at the San Francisco International Airport; notify to the San Francisco Airports Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 17, 1992

PART II - 3 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(10) Appeal of background rejection for Class Q2 Police Officer by Dennis W. L. Tang. (File No. 3173-92)

July 20, 1992: Over to the meeting of August 17, 1992 at the request of the San Francisco Police Department.

Rec: Adopt staff report; deny appeal of Dennis W. L. Tang; sustain the decision of the Chief of Police.

(11) Appeal of background rejection for Class Q2 Police Officer by Daniel J. Barbeau. (File No. 3177-92)

Rec: Adopt staff report; deny appeal of Daniel J. Barbeau; sustain the decision of the Chief of Police.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 17, 1992

PART III- 4 p.m.

(12) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (13) Mary Thomas, 1426 Senior Clerk Typist, 2/CPE-219, Department of Public Health, Community Mental Health Services, 6/19/92.

July 20, 1992: Over to the meeting of August 17, 1992 at the request of Local 790.

Recommendation of the Department of Public Health:

Approve the separation. Reinstate to a position in the class from which promoted (Class 1444 Secretary I).

APPEAL OF AUTOMATIC RESIGNATION

- (14) Carolyn Moham, 1424 Clerk Typist, 115/CPE-1, Department of Public Health, Community Mental Health Services, 6/26/92.

July 20, 1992: Over to the meeting of August 17, 1992 at Ms. Moham's request.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (15) Reiko C. Kubota, 1446 Secretary II, 4/CPE-18, War Memorial and Performing Arts Center, 6/16/92.

July 20, 1992: Over to the meeting of August 3, 1992 at the request of the War Memorial and Performing Arts Center.

August 3, 1992: Over to the meeting of August 17, 1992 at the joint request of Local 790 and the War Memorial and Performing Arts Center.

Recommendation of the War Memorial and Performing Arts Center:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the War Memorial and Performing Arts Center.

APPEAL OF AUTOMATIC RESIGNATION

- (16) Myles E. Dixon, 2806 Disease Control Investigator, 10/E-12, Department of Public Health, Bureau of Epidemiology and Disease Control, 7/10/92.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (17) Daisy Soo Hoo, 8214 Parking Control Officer, 29/E-16, Department of Parking and Traffic, 7/15/92.

Rec: Over to the meeting of September 14, 1992 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (18) Steven Chin, 8214 Parking Control Officer, 73/E-18, Department of Parking and Traffic, 7/18/92.

Recommendation of the Department of Parking and Traffic:

Dismiss from the City and County Service. Cancel all current examination and eligibility status.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (19) Steven Walker, 8321 Counselor, Boys' Ranch School, Juvenile Probation Department, Log Cabin Ranch, 7/23/92.

Recommendation of the Juvenile Probation Department:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

RESIGNATION - SERVICES UNSATISFACTORY

- (20) Clair E. Schulte, 2662 Director of Food Services, 2-CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/2/88.

May 2, 1988: Over to the meeting of May 16, 1988 at the request of the Department of Public Health.

May 16, 1988: Off calendar at the request of Mr. Schulte. Mr. Schulte to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final determination by the Civil Service Commission.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

RESIGNATION - SERVICES UNSATISFACTORY

- (21) Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92.

Recommendation of the Public Utilities Commission:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 17, 1992

PART IV - 5 p.m.

(22) GENERAL MANAGER'S REPORT.

(23) COMMISSIONERS' NEW BUSINESS.

(24) DIVISION REPORTS.

- Classification and Compensation Division

Update by Contractors, Public Administrative Service (PAS),
on the Citywide Data Processing Classification Study

(25) INDIVIDUALS' REQUESTS TO SPEAK.

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Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(26) ADJOURNMENT.



Cleo Donovan,
President

Emi R. Uyehara,
Vice President

Grant S. Mickins
Commissioner

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

SEPTEMBER 14, 1992

ROOM 2C (BASEMENT) CITY HALL

DOCUMENTS DEPT.

SEP 11 1992

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

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Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

DISABILITY ACCESS

The Commission's meeting room, Room 2C (Basement) City Hall, is wheelchair accessible. Sign language interpreters are available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two working days before a meeting. A sound enhancement system is being ordered but is not yet available. Large print copies of the agenda will be made available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two business days in advance of need. In order to allow individuals with environmental illness to attend meetings, individuals are requested to refrain from wearing perfume or other scented products.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of August 17, 1992.

(4) RESOLUTION OF COMMENDATIONS.

- A. Resolution of Commendation for Frederick F. Postel, Chief, San Francisco Fire Department, upon his retirement after twenty-eight (28) years of service. (File No. 6338-92)

Rec: Adopt.

- B. Resolution of Commendation for Larry P. Garcia, Management Information Systems Manager, Civil Service Commission, for outstanding performance. (File No. 6350-92)

Rec: Adopt.

(5) ANNOUNCEMENTS.

Executive Session, September 14, 1992.

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH K.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1213-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
76-92/93	Airport	Tim Dayonot
77-92/93	Airport	The Burdick Group
78-92/93	Art Commission	Kristin Beckstoffer
79-92/93	CAO	Synergistic System
80-92/93	CAO	WRITAR
81-92/93	CAO	H & H Environmental Services
82-92/93	Health Service System	Health Care Evaluation, Inc.
83-92/93	Health Service System	Rael & Letson
84-92/93	Mayor	Hilyard Wiggins
85-92/93	Mayor	Margaret LaRue
86-92/93	Mayor	Linda Schanfein
87-92/93	Public Utilities Commission	Utah State University Foundation
88-92/93	Public Works	Baseline Environmental Consulting
89-92/93	Public Works	Harding Lawson Associates
90-92/93	Public Works	Camp, Dresser, & McKee, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
91-92/93	Public Works	Duffy and Duffy
92-92/93	Public Works	Sverdrup Corporation
93-92/93	Public Works	URS Consultants, Inc. in association with Structus, Inc.
94-92/93	Public Works	Forensic Analytical Services
95-92/93	Public Works	Faye Bernstein & Associates in association with T.Y. Lin International
96-92/93	Recreation and Park	Robert Hansen
97-92/93	Retirement System	T.P.F. & C., Consulting Actuaries
98-92/93	Retirement System	Reviewco
99-92/93	Retirement System	Alexander & Alexander
100-92/93	Sheriff	Jay Rice
101-92/93	Social Services	Monica Brady/"Baby Moms II" Program
102-92/93	Social Services	Don Cohon
103-92/93	Social Services	Diane Fritz
104-92/93	Social Services	U.C. California, Consultant, M.D.
105-92/93	Social Services	Bruce Cooper, Ph.D.
106-92/93	Social Services	Travelers Aid S.F./ Emergency Shelter
107-92/93	Social Services	S.F. Educational Services
108-92/93	Social Services	The Family School
109-92/93	Social Services	Hickman Homes, Inc.
110-92/93	Social Services	Nailah House, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
111-92/93	Social Services	S.F. Food Bank
112-92/93	Social Services	Ruth Rankin
113-92/93	Social Services	Family Service Agency
114-92/93	Public Health	Eighteenth Street Services
115-92/93	Public Health	S.F. Women's Center/ LYRIC
116-92/93	Public Health	ADL Data Systems, Inc.
117-92/93	Public Health	Catholic Charities
118-92/93	Public Health	Health Management Systems, Inc. (HMS)
119-92/93	Public Health	American Indian AIDS Institute, S.F.
120-92/93	Public Health	Bayview Hunter's Point Foundation
121-92/93	Public Health	Bubula Tribe
122-92/93	Public Health	Casa CHE, La Clinica de la Raza
123-92/93	Public Health	Kiyomura-Ishimoto & Associates
124-92/93	Public Health	Native American Health Center, Oakland
125-92/93	Public Health	The Support Center
126-92/93	Public Health	Bayview Hunter's Point Foundation
127-92/93	Public Health	University of California, S.F., AIDS Health Project
128-92/93	Public Health	HHL Financial Services, Inc.
129-92/93	Public Health	MedCal Data Systems, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
130-92/93	Public Health	Haight Ashbury Free Clinic Drug Detox
131-92/93	Public Health	UCSF-Institute for Health Policy Studies
132-92/93	Public Health	Various

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of new positions in the 1992-93 Budget.
(File No. 1214-92)

Rec: Allocate new positions to recommended classifications; defer classification action on positions designated with Symbol "SC".

(C) Requests for appointment above the entrance rate for various employees. (File No. 2223-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Tommie Whitlow AA37 Executive Assistant to Assessor	Assessor	5	5
Mitchel Morey, M.D. 2582 Forensic Pathologist	Chief Medical Examiner-Coroner	3	3
Anthony Robinson 8141 Worker's Compensation Adjuster	Retirement	5	5
Lupe Perez 8141 Worker's Compensation Adjuster	Retirement	3	2

Rec: Adopt staff report.

- (D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2220-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (E) Request to issue the Class 9131 Station Agent examination announcement on a "Promotive Only" basis. (File No. 3192-92)

Rec: Adopt staff report; approve the issuance of the Class 9131 Station Agent examination announcement on a "Promotive Only" basis.

- (F) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6331-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (G) Proposed amendment to Civil Service Commission Rule 22, adding new Section 22.15 - Unpaid Administrative Leave (Implementation of Proposition E [November 1991 election] and the Americans with Disabilities Act). (File No. 6326-92)

Rec: 1. Post for adoption;
2. Refer to the Mayor's Employee Relations Division for meet and confer with employee organization.

- (H) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to twelve (12) months. (File No. 6325-92)

Rec: Post for adoption.

- (I) Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor.
(File No. 3074-92)

August 3, 1992: Over to the meeting of August 17, 1992 by Commission action.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of staff.

Rec: Over to the meeting October 19, 1992 at the request of staff.

- (J) Appeal of background rejection for Class Q2 Police Officer by Daniel J. Barbeau. (File No. 3177-92)

August 17, 1992: Over to the meeting of September 14, 1992 at the request of the San Francisco Police Department.

Rec: Over to the meeting of October 5, 1992 at the request of the San Francisco Police Department.

- (K) Certification of prevailing wage for janitors employed under personal services contract at the San Francisco International Airport under the provisions of San Francisco Administrative Code Section 6.1-3. (File No. 2189-92)

August 3, 1992: Over to the meeting of August 17, 1992 at the request of the City Attorney.

August 17, 1992: Over to the meeting of September 14, 1992 by Commission action.

Rec: Adopt staff report; certify prevailing wage for Janitors employed under personal services contract at the San Francisco International Airport; notify the San Francisco Airports Commission.

REGULAR CALENDAR

COMPENSATION MATTERS

- (7) Review of criteria governing appointment above the entrance rate -
Salary Standardization Ordinance Section VII.A.3.
(File No. 2217-92)

Rec: Adopt staff report.

IN-SERVICE MATTERS

- (8) Appeal of the decision of the General Manager, Personnel by
Charles O'Neill-Jones to restrict future employment and cancel current
examination and eligibility status. (File No. 4666-92)

May 18, 1992: Over to the meeting of June 15, 1992 at the
request of Mr. O'Neill-Jones' attorney.

June 15, 1992: Over to the meeting of August 17, 1992 at
Mr. O'Neill-Jones' request.

August 17, 1992: Over to the meeting of September 14, 1992 at
the request of the San Francisco Airports
Commission.

Rec: Adopt staff report; deny appeal of Charles O'Neill-Jones; sustain
the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 14, 1992

PART II- 3 p.m.

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (10) Carolyn Moham, 1424 Clerk Typist, 115/CPE-1, Department of Public Health, Community Mental Health Services, 6/26/92.

July 20, 1992: Over to the meeting of August 17, 1992 at Ms. Moham's request.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of Local 790.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (11) Daisy Soo Hoo, 8214 Parking Control Officer, 29/E-16, Department of Parking and Traffic, 7/15/92.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of Local 790.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (12) Steven Chin, 8214 Parking Control Officer, 73/E-18, Department of Parking and Traffic, 7/18/92.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of Local 790.

Recommendation of the Department of Parking and Traffic:

Dismiss. Cancel all current examination and eligibility status.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (13) Steven Walker, 8321 Counselor, Boys' Ranch School, 6/CPE-13, Juvenile Probation Department, Log Cabin Ranch, 7/23/92.

August 17, 1992: Over to the meeting of September 14, 1992 by Commission action.

Recommendation of the Juvenile Probation Department:

Dismiss. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (14) Christopher Griffin, 8321 Counselor, Boys' Ranch School, 4/CPE-13, Juvenile Probation Department, Log Cabin Ranch, 8/12/92.

Recommendation of the Juvenile Probation Department:

Dismiss. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

RESIGNATION - SERVICES UNSATISFACTORY

- (15) Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92.

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

Rec: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

- (16) COMMISSIONERS' NEW BUSINESS.

- (17) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

- (18) ADJOURNMENT.

In memory of George Johnston, father of Judy Johnston of the Controller's Office, who died on September 2, 1992.



Cleo Donovan,
President

Emi R. Uyehara,
Vice President

Grant S. Mickins
Commissioner

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

OCTOBER 5, 1992

ROOM 282 CITY HALL

DOCUMENTS DEPT.

OCT 01 1992

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

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Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

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- Discussion of evidence;
- Corroborating witnesses, if necessary; and
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Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- Opening summary of case (brief overview);
- Discussion of evidence;
- Corroborating witnesses, if necessary; and
- Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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REGULAR MEETING - OCTOBER 5, 1992

PART I - 2 p.m.

DISABILITY ACCESS

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ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of September 14, 1992.

(4) ANNOUNCEMENTS.

Executive Session, October 5, 1992.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH J.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1220-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
133-92/93	Airport	Law Enforcement Psychological Services, Inc.
134-92/93	Arts Commission	Arthur Gonzalez
135-92/93	Arts Commission	Scott Donahue
136-92/93	Civil Service Commission	Andrew Johnson
137-92/93	Controller	Dapru, Inc.
138-92/93	Controller	Pacific Coast Systems, Inc.
139-92/93	Public Health	Catholic Charities of San Francisco
140-92/93	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice
141-92/93	Public Health	Alan Watahara, Ph.D., J.D.
142-92/93	Public Health	UCSF/AIDS Health Project
143-92/93	Public Utilities Commission	CH2M Hill
144-92/93	Public Utilities Commission	Bechtel Corporation
145-92/93	Public Works	Parsons De Leuw, Inc./Don Todd Associates, Inc.
146-92/93	Public Works	AGS, Inc.
147-92/93	Public Works	Municipal Consulting Services
148-92/93	Public Works	Trans Pacific Geotechnical Consultants, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
149-92/93	Public Works	EQE Engineering & Design/Structus, an Association
150-92/93	Sheriff	Reverend J. Raymond Fox
151-92/93	Sheriff	Northern California Service League
152-92/93	Social Services	The Episcopal Community Center
153-92/93	Public Works	S.F. Community College District

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1219-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	2819 Assistant Health Educator (Sch. 57.3 \$1499B1818)	Same
	1	2830 Public Health Nurse (Sch. 57.3 \$2094B2621)	Same
	1	2903 Eligibility Worker (Sch. 51.6 \$1141B1381)	Same
	1	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	Same
	1	1635 Health Care Billing Clerk (Sch. 50.4 \$1078B1304)	Same
Public Health/ Children's Fund	1	2328 Nurse Practitioner (Sch. 71.0 \$2084B2609)	Same
	1	2230 Physician Specialist (Sch. 71.0 \$2918B3547)	Same

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Laguna Honda Hospital	1	2322 Head Nurse (\$2242B2892)	Same
Public Health/ CMHS	1	2930 Psychiatric Social Worker (Sch. 59.8 \$1690B2053)	Same
Public Health/ SFGHMC	1	2302 Nursing Assistant (Sch. 52.5 \$1191B1443)	2586 Health Worker II (Sch. 49.7 \$1042B1261)
	1	2112 Medical Records Technician (Sch. 53.0 \$1220B1477)	Same
Public Health/ CMHS	1	2454 Clinical Pharmacist (Sch. 65.7 \$2252B2737)	Same
Public Library	2	3610 Library Assistant (Sch. 49.8 \$1047B1267)	Same
	1	3618 Library Technician II (Sch. 55.2 \$1355B1642)	Same
	1	3632 Librarian II (Sch. 59.9 \$1698B2063)	Same
	1	9734 Staff Assistant I (\$1109B1109)	1406 Senior Clerk (Sch. 48.1 \$966B1169)
Public Works	1	1237 Training Coordinator (Sch. 62.6 \$1936B2354)	Same
	1	1452 Executive Secretary II (Sch. 54.7 \$1323B1603)	Same
	1	5224 Associate Water Purification Engineer (Sch. 62.1 \$1890B2297)	Same
	2	5260 Architectural Assistant I (Sch. 55.0 \$1342B1626)	Same
	2	5265 Architectural Associate I (Sch. 59.0 \$1626B1975)	Same

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	3	5268 Architect (Sch. 64.6 \$2135B2596)	Same
	2	8207 Building and Grounds Patrol Officer (Sch. 51.8 \$1152B1394)	Same
	1	AA23 Chief, Bureau of Construction Management (Sch. 71.9 \$3047B3703)	Establish Class 5131, Bureau Chief, Department of Public Works (J,Z Sch. 72.8 \$3189B3873) Draft class specification as detailed in the staff report.
	1	AA24 Chief, Bureau of Environmental Regulation and Management (Sch. 72.2 \$3093B3760)	Establish Class 5131 Bureau Chief, Department of Public Works (J,Z, Sch. 72.8 \$3189B3873) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2241-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Ivy Wagner 2591 Health Program Coordinator II	Public Health	2	2

(C)(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
All Appointments in Class 2493 Associate Radiologic Technologist	Public Health	5	5
All Appointments in Class 2494 Staff Radiologic Technologist	Public Health	5	5
All Appointments in Class 2495 Senior Radiologic Technologist	Public Health	5	5
All Appointments in Class 2496 Radiologic Technologist Supervisor	Public Health	5	5
All Appointments in Class 2442 Diagnostic Medical Sonographer II	Public Health	5	5
All Appointments in Class 2450 Pharmacist	Public Health	5	5
All Appointments in Class 2453 Supervising Pharmacist	Public Health	5	5
All Appointments in Class 2454 Clinical Pharmacist	Public Health	3	3
All Appointments in Class 2330 Anesthetist	Public Health	4	4
Joni Umbay 1866 Systems and Procedures Supervisor	Controller	2	2
Mary Lou Frank 1491 Associate Registrar	SFCCD	3	3
Thomas Lynch 1491 Associate Registrar	SFCCD	3	3

(C)(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marie McKechnie 1140 Deputy Clerk of the Board	Board of Supervisors	5	5
Melissa Tobin 0620 Court Commissioner	District Attorney	5	5

Rec: Adopt staff report.

- (D) Certification of prevailing wage for janitors employed under personal services contract at the San Francisco International Airport under the provisions of San Francisco Administrative Code Section 6.1-3. (File No. 2189-92)

August 3, 1992: Over to the meeting of August 17, 1992 at the request of the City Attorney.

August 17, 1992: Over to the meeting of September 14, 1992 by Commission action.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of Civil Service Commission staff.

Rec: Off calendar; remand to the Airports Commission.

- (E) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to twelve (12) months. (File No. 6325-92)

September 14, 1992: Post for adoption.

Rec: Adopt.

- (F) Proposed amendment to Civil Service Commission Rule 22 - Leave of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

Rec: 1. Post for adoption.

2. Forward to the Mayor's Employee Relations Division for meet and confer.

- (G) Implementation of Proposition C (November 1991 election) - proposed changes to the Civil Service Commission Rules. (File No. 6438-92)

Rec: 1. Post for adoption.
2. Forward to the Mayor's Employee Relations Division for meet and confer.

- (H) Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from July 1, 1992 to September 30, 1992. (File No. 6427-92)

Rec: Approve.

- (I) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6435-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (J) Actuarial Study related to the Trust Fund established by Charter Section 8.404 (Transit Operators) for Fiscal Year 1992-93. (File No. 2242-92)

Rec: Transmit Actuarial Study to the Board of Supervisors, the General Manager, Public Utilities Commission; Employee Relations Division, Mayor's Office; and representatives of the Transport Workers Union for review and meet and confer considerations.

REGULAR CALENDAR

COMPENSATION MATTERS

- (6) Review of criteria governing appointment above the entrance rate -
Salary Standardization Ordinance Section VII.A.3.
(File No. 2217-92)

September 14, 1992: Over to the meeting of October 5, 1992 at
the request of staff.

Rec: Adopt staff report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 5, 1992

PART II - 3 p.m.

APPEALS BY
POLICE OFFICER CANDIDATES

(7) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

- (8) Appeal of background rejection for Class Q2 Police Officer by Dennis W. O'Neill. (File No. 3194-92)

Rec: Adopt staff report. Deny appeal of Dennis W. O'Neill; sustain the decision of the Chief of Police.

- (9) Appeal of background rejection for Class Q2 Police Officer by Donna Louise Medley. (File No. 3185-92)

Rec: Adopt staff report. Deny appeal of Donna Louise Medley; sustain the decision of the Chief of Police.

- (10) Appeal of background rejection for Class Q2 Police Officer by Daniel J. Barbeau. (File No. 3177-92)

August 17, 1992: Over to the meeting of September 14, 1992 at the request of the San Francisco Police Department.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the San Francisco Police Department.

Rec: Adopt staff report. Deny appeal of Daniel J. Barbeau; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- (11) Appeal of background rejection for Class Q2 Police Officer by Kevin Mah. (File No. 3186-92)

Rec: Adopt staff report. Deny appeal of Kevin Mah; sustain the decision of the Chief of Police.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 5, 1992

PART III - 4 p.m.

SEPARATIONS FROM THE SERVICE

(12) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (13) Gloria C. Barnes, 1446 Secretary II, 44/CPE-23, San Francisco Port Commission, Cargo Services, 8/28/92.

Recommendation of the San Francisco Port Commission:

Approve the separation. Reinstate to a position in the class from which promoted (1424 Clerk Typist). Not to be employed again by the San Francisco Port Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (14) Solomon Akpan, 2312 Licensed Vocational Nurse, 3/E-123, Department of Public Health, San Francisco General Hospital Medical Center, 7/13/92.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (15) Christopher Koh, H2 Firefighter, 1146/E-29, San Francisco Fire Department, Bureau of Training, 8/10/92.

Recommendation of the San Francisco Fire Department:

Off calendar at the request of the Civil Service Commission Equal Employment Opportunity and Affirmative Action Unit.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (16) Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department, Bureau of Training, 8/5/92.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service. No restrictions on future employability.

RESIGNATION - SERVICES UNSATISFACTORY

- (17) Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92. (Calendar Item No. 15)

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT APPOINTEE

- (18) Lacy Carter, Jr., 7421 Sewer Maintenance Worker, 21/E-1, Department of Public Works, Street and Sewer Repair, 9/4/92.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 5, 1992

PART IV - 5 p.m.

P O L I C Y A N D O V E R S I G H T M A T T E R S

(19) COMMISSIONERS' NEW BUSINESS.

(20) GENERAL MANAGER'S REPORT.

(21) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(22) ADJOURNMENT.



Cleo Donovan,
President

Emi R. Uyehara,
Vice President

Grant S. Mickins
Commissioner

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Albert C. Walker
General Manager, Personnel

Carol M. Sam
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

DOCUMENTS DEPT.

OCT 16 1992

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MEETING OF

OCTOBER 19, 1992

ROOM 282 CITY HALL

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

PART IV, 5:00 p.m.

POLICY AND OVERSIGHT MATTERS

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

DISABILITY ACCESS

The Commission's meeting room, Room 282, Second Floor, City Hall, is wheelchair accessible. Sign language interpreters are available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two business days before a meeting. A sound enhancement system is being ordered but is not yet available. Large print copies of the agenda will be made available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two business days in advance of need. In order to allow individuals with environmental illness to attend meetings, individuals are requested to refrain from wearing perfume or other scented products.

ITEM NO.

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of October 5, 1992.
- (4) ANNOUNCEMENTS.
 - A. Executive Session, October 12, 1992.
 - B. Executive Session, October 19, 1992.

CONSENT CALENDAR

- (5) CONSENT CALENDAR ITEMS A THROUGH J.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1223-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
154-92/93	Airport	San Francisco Conservation Corps.
155-92/93	Airport	Business Development, Inc.
156-92/93	Airport	Mary Krost & Associates
157-92/93	Airport	Applied Protection Systems
158-92/93	Airport	The Parry Company
159-92/93	CAO	Environmental Careers Organization (ECO)
160-92/93	CAO	PRC Environmental Management, Inc. (PRC-EMI)
161-92/93	Fire	CORE Corporation
162-92/93	Police	Tri-County Extradition, Inc.
163-92/93	Public Health	HHL Financial Services, Inc.
164-92/93	Public Health	Jonathan Brown
165-92/93	Public Health	Jim Neiss
166-92/93	Public Health	Johnny Norway
167-92/93	Public Health	Tommy Huie
168-92/93	Public Health	Jose Antonio Aguilar
169-92/93	Public Health	Joe Wright
170-92/93	Public Utilities Commission	Wilbur Smith Associates
171-92/93	Public Utilities Commission	James M. Montgomery

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
172-92/93	Public Utilities Commission	James M. Montgomery
173-92/93	Recreation and Park	Mora Architects/Modus Operandi

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1225-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Adult Probation	1	1424 Clerk Typist (Sch. 47.9 \$956B1158)	Same
	2	8442 Senior Probation Officer (Sch. 58.8 \$1611B1955)	Same
County Clerk/ Recorder	1	8113 Court Clerk (Sch. 58.4 \$1580B1918)	1842 Management Assistant (Sch. 56.2 \$1421B1723)
Airport	1	A829 Manager-License and Permit Bureau (Sch. 64.8 \$2156B2621)	9222 Airport Operations Coordinator (Sch. 64.2 \$2094B2545)
Public Library	1	3616 Library Technical Assistant (Sch. 53.3 \$1237B1499)	Same
	2	3610 Library Assistant (Sch. 49.8 \$1047B1267)	Same
Recreation and Park	4	3284 Recreation Director (Sch. 51.2 \$1120B1355)	Same
Public Works	6	5266 Architectural Associate II (Sch. 62.0 \$1881B2287)	Same

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	1934 Storekeeper (Sch. 50.5 \$1083B1310)	Same
Public Health/ SFGH	1	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	1444 Secretary I (Sch. 48.8 \$998B1208)

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2247-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Nicholas J. LaRocco 9356 Wharfinger II	Port	2	2
Mark Alexander Rudnicki 5206 Associate Civil Engineer	Public Utilities Commission	5	5
Alfred B. Lee 5202 Junior Civil Engineer	Public Utilities Commission	3	3
Paul Lui 5206 Associate Civil Engineer	Public Utilities Commission	5	5
Peggy Moser 8158 Family Support Investigator II	District Attorney	3	3
Susan A. Perlman 2320 Registered Nurse	Public Health	5	5
Thomas Folks 5230 Traffic Engineer	Parking and Traffic	5	5
Joseph H. Roger 5218 Structural Engineer	Port	5	5

Rec: Adopt staff Report.

- (D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(File No. 2246-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (E) Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 2248-92)

Rec: Adopt staff report; forward to the Board of Supervisors.

- (F) Survey of 967 positions in the Department of Social Services and 127 positions in the Department of Public Health.
(File No. 1222-92)

Rec: (1) Establish the following seven new classifications:

- (A) 2913 Program Specialist
(92-93) J, 57.5 \$1513 bw \$1835
- (B) 2915 Program Specialist Supervisor
(92-93) J, 60.5 \$1748 bw \$2124
- (C) 2917 Program Support Analyst
(92-93) J,Z 62.2 \$1899 bw \$2309
- (D) 2943 Court Liaison, Department of Social Services
(92-93) J,Z 62.7 \$1946 bw 2365
- (E) 2952 Executive Assistant to the General Manager
(92-93) J,Z 65.3 \$2209 bw 2685
- (F) 2964 Director, Budget and Planning
(92-93) J,Z 69.4 \$2700 bw 3282
- (G) 2968 Social Services Manager, Investigations
(92-93) J,Z 66.6 \$2354 bw \$2862

Draft class specification as detailed in the staff report.

(2) Amend specifications for classifications:

- (A) 2903 Eligibility Worker
(92-93) 51.6 \$1141 bw \$1381

(F)(cont.)

- (2) (B) 2904 Social Service Technician
(cont.) (92-93) 50.6 \$1088 bw \$1316
- (C) 2905 Senior Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
- (D) 2907 Eligibility Worker Supervisor
(92-93) 57.6 \$1520 bw \$1844
- (E) 2908 Hospital Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
- (F) 2909 Hospital Eligibility Supervisor
(92-93) 60.0 \$1706 bw \$2074
- (G) 2910 Social Worker
(92-93) Z 53.1 \$1226 bw \$1484
- (H) 2912 Senior Social Worker
(92-93) Z 55.9 \$1401 bw \$1698
- (I) 2914 Social Worker Supervisor
(92-93) Z 58.9 \$1618 bw \$1965
- (J) 2940 Child Welfare Worker
(92-93) Z 59.8 \$1690 bw \$2053
- (K) 2942 Senior Child Welfare Worker
(92-93) Z 60.7 \$1765 bw \$2145
- (L) 2944 Child Welfare Supervisor
(92-93) Z 62.2 \$1899 bw \$2309
- (M) 2946 Senior Eligibility Worker Supervisor
(92-93) Z 62.1 \$1890 bw \$2297
- (N) 2947 Hospital Eligibility Manager, DPH
(92-93) Z 62.1 \$1890 bw \$2297
- (O) 2948 Senior Social Service Supervisor
(92-93) Z 64.6 \$2135 bw \$2596
- (P) 2953 Deputy General Manager, DSS
(92-93) Z 75.0 \$3547 bw \$4311
- (Q) 2969 Assistant Director, Social Services Program
(92-93) Z 66.6 \$2354 bw \$2862
- (R) 2970 Director, Administrative Services, DSS
(92-93) Z 66.6 \$2354 bw \$2862
- (S) 2973 Assistant General Manager, DSS
(92-93) Z 72.2 \$3093 bw \$3760

(F)(cont.)

- (2) (T) 2974 General Manager, DSS
(cont.) (92-93) Z 76.4 \$3799 bw \$4617

Draft amended class specification as detailed in the staff report.

- (3) Retitle Classifications: Status of incumbents and eligibles remains unchanged. (Draft amended class specification as detailed in the staff report):

2909 Hospital Eligibility Supervisor to 2909 Hospital Eligibility Worker Supervisor.

2946 Senior Eligibility Worker Supervisor to 2946 Eligibility Section Manager.

2948 Senior Social Service Supervisor to 2948 Social Services Section Manager.

2969 Assistant Director, Social Services Programs to 2969 Social Services Program Manager.

- (4) Allocate, reallocate, and confirm permanently budgeted positions as enumerated in the appendix following report.
- (5) Amend the Annual Salary Ordinance accordingly when such actions do not adversely affect the permanent incumbents.
- (6) Grant status to permanent incumbents in Class 2911 Eligibility Appeals Specialist as indicated in the staff report.
- (7) Abolish the following classes when permanent incumbents are not adversely affected.

(A) 2906 Social Worker Trainee
(92-93) (\$1181 bw)

(B) 2911 Eligibility Appeals Specialist
(92-93) (56.5 \$1443 bw \$1748)

(C) 2945 Children's Services Investigator
(92-93) (Z 67.9 \$2507 bw \$3047)

(D) 2950 Social Service Division Supervisor
(92-93) (Z 64.1 \$2084 bw \$2533)

(E) 2951 Community Services Coordinator
(92-93) (Z 63.6 \$2033 bw \$2472)

(F)(cont.)

(7) (F) 2971 Director, Social Service Programs
(cont.) (92-93) (Z 67.8 \$2496 bw \$3035)

(G) 2994 Homemaker
(92-93) (Z 47.6 \$943 bw \$1141)

(8) Advise the Departments of Public Health and Social Services to amend their respective budgets to reflect these actions.

(9) Advise the Decentralized Civil Service Unit of the Department of Social Services to conduct examinations in the newly established classes.

(10) Authorize continuation of provisional appointments for incumbents in classes where reallocation has been approved to another new or existing class.

(G) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(File No. 6533-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(H) Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor.
(File No. 3074-92)

August 3, 1992: Over to the meeting of August 17, 1992 by Commission action.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of staff.

Rec: Off calendar at the request of staff.

- (I) Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (File No. 3181-92)

Rec: Over to the meeting of November 16, 1992 at the request of the San Francisco Police Department.

- (J) Appeal of background rejection for Class Q2 Police Officer by Norma D. Villavicencio. (File No. 3196-92)

Rec: Over to the meeting of November 16, 1992 at the request of the San Francisco Police Department.

REGULAR CALENDAR

IN-SERVICE MATTERS

- (6) Appeal by Monwell Sims of the decision of the General Manager, Personnel to deny request to rescind his resignation of June 5, 1992. (File No. 6517-92)

Rec: Adopt staff report; deny appeal of Monwell Sims. Sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 19, 1992

PART II - 3 p.m.

APPEALS BY
POLICE OFFICER CANDIDATES

(7) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

- (8) Appeal of background rejection for Class Q2 Police Officer by Niall J. Brosnan. (File No. 3197-92)

Rec: Adopt staff report. Deny appeal of Niall J. Brosnan; sustain the decision of the Chief of Police.

- (9) Appeal of background rejection for Class Q2 Police Officer by David Jew. (File No. 3195-92)

Rec: Adopt staff report. Deny appeal of David Jew; sustain the decision of the Chief of Police.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 19, 1992

PART III - 4 p.m.

SEPARATIONS FROM THE SERVICE

(10) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(11) Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

RESIGNATION - SERVICES UNSATISFACTORY

(12) Clair E. Schulte, 2662 Director of Food Services, 2-CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/2/88.

May 2, 1988: Over to the meeting of May 16, 1988 at the request of the Department of Public Health.

May 16, 1988: Off calendar at the request of Mr. Schulte. Mr. Schulte to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final determination by the Civil Service Commission.

(12)

(cont.) August 17, 1992: Over to the meeting of October 19, 1992 at Mr. Schulte's request.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

RESIGNATION - SERVICES UNSATISFACTORY

(13) Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92.

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

October 5, 1992: Over to the meeting of October 19, 1992 at Mr. Johnson's request.

Recommendation of the Public Utilities Commission:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT APPOINTEE

(14) Lacy Carter, Jr., 7421 Sewer Maintenance Worker, 21/E-1, Department of Public Works, Street and Sewer Repair, 9/4/92.

October 5, 1992: Over to the meeting of October 19, 1992 at Mr. Carter's request.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

(15) COMMISSIONERS' NEW BUSINESS.

(16) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(17) ADJOURNMENT.

MEMORANDUM

AGENDA

DATE : October 27, 1992

TO : Department Heads
Personnel Officers
Employee Organizations

FROM : Albert C. Walker
General Manager, Personnel

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SUBJECT: PROPOSED CHANGE IN DATA COLLECTION AND REPORTING SCHEDULE FOR MISCELLANEOUS EMPLOYEES FOR THE FISCAL YEAR 1993-94 SALARY SURVEY

At its meeting of November 2, 1992, the Civil Service Commission will consider a staff recommendation to modify the data collection and reporting schedule for the Fiscal Year 1993-94 salary survey for miscellaneous employees conducted pursuant to Charter Sections 8.400, 8.401 and 8.407. The proposed change, if approved by the Civil Service Commission, will result in conducting a single public sector survey rather than both a preliminary survey and a final update.

A single combined public and private sector salary survey, scheduled to be reported to the Civil Service Commission in March 1993, will not alter the final outcome of the survey nor the recommended Fiscal Year 1993-94 compensation rates for miscellaneous employees. The final survey results will be fully inclusive of all market data.

A single survey will provide for increased efficiency, avoiding a duplication of work and a better utilization of Civil Service Department staff. Due to the late start of the survey this year, a single survey will allow the staff additional time to devote to investigate internal adjustment requests and other salary related activities. Finally, a single survey would result in a more complete response from the participating public sector jurisdictions, which, because of their own staffing constraints, have been increasingly hesitant to participate in multiple, redundant surveys.

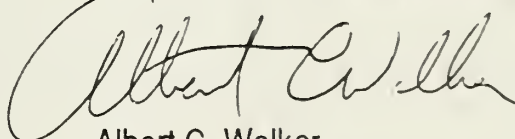
The salary procedures of the Civil Service Commission have been audited in the very recent past by the Board of Supervisor's Budget Analyst and the Controller's Performance Audit Division. Both the reports recommended a single survey as a more efficient use of time and personnel. The City Attorney's office has also advised that a single survey is not inconsistent with Charter requirements.

Please contact Geoffrey Rothman, Manager, Classification and Compensation Division, at 557-4990, if you have questions or comments regarding this matter.

CIVIL SERVICE COMMISSION

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OCT 29 1992

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General Manager, Personnel



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Emi R. Uyehara,
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Carol M. Sam
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

NOVEMBER 2, 1992

ROOM 282 CITY HALL

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

PART III, 4:00 p.m.

SEPARATIONS FROM THE SERVICE

NOTICE

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Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Regular Meeting of October 19, 1992.

B. Special Meeting of October 24, 1992.

(4) ANNOUNCEMENTS.

Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for December 1992, January 1993 and February 1993:

December 7, 1992: the Commission will meet as scheduled.

December 21, 1992: this meeting is cancelled.

January 4, 1993: the Commission will meet as scheduled.

January 18, 1993: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

February 1, 1993: the Commission will meet as scheduled.

ANNOUNCEMENTS. (cont.)

February 15, 1993: this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1228-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
174-92/93	Airport	International Total Services
175-92/93	Arts Commission	Arts Market Consulting, Inc.
176-92/93	Arts Commission	Margie O'Driscoll
177-92/93	CAO	Geo Resources Consultants and Wesley M. Toy, Consulting Engineer
178-92/93	CAO	Brown, Vence and Associates
179-92/93	City Attorney	Santa Clara University
180-92/93	Controller	Data Processing and Accounting Services
181-92/93	Mayor's Office	S.F. Unified School District/Student Nutrition Services

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
182-92/93	Police	Forrest Faulknor and Sons
183-92/93	Public Works	Eureka Laboratories, Inc.
184-92/93	Public Works	CH2M-Hill
185-92/93	Public Works	GEO/Resources Consultants, Inc.
186-92/93	Public Works	SOH and Associates
187-92/93	Public Works	Vansir/Luster CM, A Joint Venture
188-92/93	Public Works	Martin M. Ron Associates, Inc.
189-92/93	Public Utilities Commission	Hooper, Hooper and Washington and Christian
190-92/93	Public Utilities Commission	Frye Claims Consultation and Administration
191-92/93	Public Utilities Commission	Woodward-Clyde Consultants
192-92/93	Public Utilities Commission	Jackson Research Projects (JRP Historical Consulting Services)
193-92/93	Sheriff	Dr. Harry Edwards
194-92/93	Public Works	Dynamic Isolation System

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARY IS
FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

195-92/93	Public Health	St. Mary Pharmacy Management Services
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Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1229-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College District	1	1844 Sr. Management Asst. (Sch. 59.0 \$1626B1975)	Same
	1	1842 Management Assistant (Sch. 56.2 \$1421B1723)	Same
Social Services	1	1204 Senior Personnel Clerk (Sch. 52.4 \$1185B1436)	Same
PUC/Water	1	5177 Safety Officer (Sch. 66.8 \$2377B2890)	Same
County Clerk/ Recorder	4	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	8108 Senior Legal Process Clerk (Sch. 50.7 \$1093B1323)

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATIONS:

<u>Existing Class and Rate</u>	<u>Recommendation</u>
1231 Associate Affirmative Action Coordinator (Sch. 63.4 \$2014B2449)	1231 Assistant Manager, Equal Employment Opportunity Programs
1233 Affirmative Action Specialist (Sch. 57.6 \$1520B1844)	1233 Equal Employment Opportunity Programs Specialist
1235 Affirmative Action Coordinator (Sch. 68.3 \$2557B3108)	1235 Manager, Equal Employment Opportunity Programs

These actions are to reflect the broad range of Equal Employment Opportunity tasks and responsibilities assigned to these classifications. Salary remains unchanged. Draft class specifications as detailed in the staff report.

Rec: Adopt staff report.

- (C) Requests for appointment above the entrance rate for various employees. (File No. 2258-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Ann Campbell 1801 Supervising Performing Auditor	Controller	2	2
George Cannon, Jr. 9261 Terminal Construction Program Administrator	Airport	4	4

Rec: Adopt staff report.

- (D) Proposed change in data collection schedule for miscellaneous employees for Fiscal Year 1993-94 Salary Survey. (File No. 2256-92)

Rec: Adopt staff report. Conduct a single salary survey for miscellaneous employees for Fiscal Year 1993-94; report results of survey to the Civil Service Commission in March 1993 consistent with Charter Sections 8.400, 8.401 and 8.407.

- (E) Status rights for May Yung in Class 1630 Account Clerk, Department of Public Health. (File No. 6569-92)

Rec: Adopt staff report. Grant permanent status to May Yung to a permanent position in Class 1630 Account Clerk, Department of Public Health, subject to serving a six-month entrance probationary period.

- (F) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6586-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (G) Report in accordance with San Francisco Administrative Code 16.9-25 (d), The Sexual Harassment Ordinance.
(File No. 6493-92)

Rec: Adopt staff report. Forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.

- (H) Appeal of background rejection for Class Q2 Police Officer by Daniel J. Marweg. (File No. 3187-92)

Rec: Over to the meeting of December 7, 1992 at the request of Mr. Marweg's attorney.

REGULAR CALENDAR

CLASSIFICATION MATTERS

- (6) Review of request for approval of proposed personal services contract.
(File No. 1223-92)

October 19, 1992: Contract Number 170-92/93 over to the
meeting of November 2, 1992 by Commission
action.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
170-92/93	Public Utilities Commission	Wilbur Smith Associates

Rec: Adopt staff report; notify the offices of the Controller and
the Purchaser.

COMPENSATION MATTERS

- (7) Request for authority to conduct a salary survey for Salary
Standardization for miscellaneous employees pursuant to Charter
Section 8.400, 8.401 and 8.407 for Fiscal Year 1993-94.
(File No. 2253-92)

Rec: Adopt staff report.

1. Authorize the conduct of a salary survey for Salary
Standardization for Fiscal Year 1993-94.
2. Request that the Board of Supervisors authorize expenditure of
the necessary funds to conduct the salary survey.
3. Advise the Board of Supervisors that the final salary
recommendations will be forwarded to the Board circa
mid-March 1993.

EXAMINATION MATTERS

- (8) Appeal of staff's denial of the protest of the terms of the
examination announcement for Class 6230 Street Inspector.
(File No. 3639-92)

Rec: Adopt staff report; deny appeal of Bonnie Serrell-Carr.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 2, 1992

PART II - 3 p.m.

APPEALS BY
POLICE OFFICER CANDIDATES

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

- (10) Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (File No. 3198-92)

Rec: Adopt staff report. Deny appeal of Damon Z. Keeve; sustain the decision of the Chief of Police.

- (11) Appeal of background rejection for Class Q2 Police Officer by Stephen Y. Ho. (File No. 3184-92)

Rec: Adopt staff report. Deny appeal of Stephen Y. Ho; sustain the decision of the Chief of Police.

- (12) Appeal of background rejection for Class Q2 Police Officer by Sanford Taylor. (File No. 3210-92)

Rec: Adopt staff report. Deny appeal of Sanford Taylor; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- (13) Appeal of background rejection for Class Q2 Police Officer by Milton H. Bliss. (File No. 3180-92)

Rec: Adopt staff report. Deny appeal of Milton H. Bliss; sustain the decision of the Chief of Police.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 2, 1992

PART III - 4 p.m.

SEPARATIONS FROM THE SERVICE

(14) ROLL CALL AND CONTINUANCES: 4 p.m. CALENDAR.

As soon after 4 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (15) Gloria C. Barnes, 1446 Secretary II, 44/CPE-23, San Francisco Port Commission, Cargo Services, 8/28/92.

October 5, 1992: Over to the meeting of November 2, 1992 by Commission action at the request of Local 790 with the stipulation that Ms. Barnes is ineligible for backpay in the event the Commission rules in her favor.

Recommendation of the San Francisco Port Commission:

Approve the separation. Reinstate to a position in the class from which promoted (Class 1424 Clerk Typist). Not to be employed again by the San Francisco Port Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (16) Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department, Bureau of Training, 8/5/92.

October 5, 1992: Over to the meeting of November 2, 1992 at the request of Mr. Voelker's attorney.

Rec: Over to the meeting of November 16, 1992 at the request of Mr. Voelker's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (17) Khorla Henry, 9163 Transit Operator, 18/E-133, Public Utilities Commission, San Francisco Municipal Railway, 5/20/92.

Recommendation of the Public Utilities Commission:

Dismiss from the City and County Service.

RESIGNATION - SERVICES UNSATISFACTORY

- (18) Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92.

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

October 5, 1992: Over to the meeting of October 19, 1992 at Mr. Johnson's request.

October 19, 1992: Over to the meeting of November 2, 1992 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(19) COMMISSIONERS' NEW BUSINESS.

(20) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(21) ADJOURNMENT.



AGENDA

DOCUMENTS DEPT

MEETING

NOV 13 1992

SAN FRANCISCO
PUBLIC LIBRARY

NOVEMBER 16, 1992

ROOM 282 CITY HALL

ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 2:30 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

PART III, 3:30 p.m.

SEPARATIONS FROM THE SERVICE

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DOCUMENTS SECTION
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Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
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Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

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ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of November 2, 1992.

(4) ANNOUNCEMENTS.

A. Executive Session, November 16, 1992.

B. Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for December 1992, January 1993 and February 1993:

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December 21, 1992: this meeting is cancelled.

January 4, 1993: the Commission will meet as scheduled.

January 18, 1993: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

February 1, 1993: the Commission will meet as scheduled.

February 15, 1993: this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of request for approval of proposed personal services contract number 190-92/93. (File No. 1228-92)

November 2, 1992: Contract Number 190-92/93 over to the meeting of November 16, 1992 at the request of the Public Utilities Commission.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
190-92/93	Public Utilities Commission	Frye Claims Consultation and Administration

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (B) Review of request for approval of proposed personal services contracts. (File No. 1233-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
196-92/93	Mayor's Office	Calvin Louie, CPA
197-92/93	Mayor's Office	Japanese Community Youth Center
198-92/93	Public Health	S.F. Community Clinics Consortium
199-92/93	Public Health	H+GCL

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
200-92/93	Public Health	Galson Corporation
201-92/93	Public Health	Clayton Environmental Consultants, Inc.
202-92/93	Public Health	The CBORD Group, Inc.
203-92/93	Public Health	Bay Area Communication Access
204-92/93	Public Health	SCA Environmental, Inc.
205-92/93	Public Works	Lab Support
206-92/93	Social Services	Geri Brooks
207-92/93	Public Utilities Commission	Comprehensive Watershed Management Policy, Plans, and EIRS
208-92/93	Public Works	Consolidated Engineering Laboratories
209-92/93	Public Works	AGS, Inc.
210-92/93	Public Works	Structural Design Engineers
211-92/93	Public Works	The Sear-Brown Group
212-92/93	Public Works	Signet Testing Labs
213-92/93	Public Works	Smith-Emery Company
214-92/93	Public Works	Terratech, Inc.
215-92/93	Public Works	BSK & Associates

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments.
(File No. 1234-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)
Controller	1	1454 Executive Secretary III (Sch. 55.7 1388B1682)	1452 Executive Secretary II (Sch. 54.7 \$1323B1603)
Fire	1	H4 Inspector, Bureau of Fire Prevention and Public Safety (\$2118B2118)	Same
Electricity & Telecommunications	1	1630 Account Clerk (Sch. 48.6 \$989B1197)	Same
Public Works	1	6266 Senior Plan Checker (Sch. 65.2 \$2199B2672)	Amend the class specification; classify one new position to Class 6266.

Rec: Adopt staff report.

(D) Requests for appointment above the entrance rate for various
employees. (File No. 2272-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jerry Thomas 1818 Management Information Specialist II	Public Health	5	5
Robert Wright 9241 Airport Electrician Supervisor	Airport	5	5
Kenneth Jones 8146 District Attorney Investigator	District Attorney	4	3

(D)(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kathleen G. Noonan 2320 Registered Nurse	Public Health	5	5
John E. Newlin 1101 Director of Parking & Traffic	Parking & Traffic	5	5

Rec: Adopt staff report.

- (E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2271-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (F) Certification of pay and benefit provisions of Supervising Registered Nurse Memorandum of Understanding. (File No. 2273-92)

Rec: Over to the meeting of December 7, 1992 at the request of staff.

- (G) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6669-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(H) Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (File No. 3181-92)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Rec: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

REGULAR CALENDAR

- (6) Review of request for approval of proposed personal services contract number 180-92/93. (File No. 1228-92)

November 2, 1992: Contract Number 180-92/93 over to the meeting of November 16, 1992 by Commission action.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
180-92/93	Controller	Data Processing and Accounting Services

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

- (7) Survey of 967 positions in the Department of Social Services and 127 positions in the Department of Public Health.
(File No. 1222-92)

Rec: (1) Establish the following seven new classifications:

- (A) 2913 Program Specialist
(92-93) J, 57.5 \$1513 bw \$1835
- (B) 2915 Program Specialist Supervisor
(92-93) J, 60.5 \$1748 bw \$2124
- (C) 2917 Program Support Analyst
(92-93) J,Z 62.2 \$1899 bw \$2309
- (D) 2943 Court Liaison, Department of Social Services
(92-93) J,Z 62.7 \$1946 bw 2365
- (E) 2952 Executive Assistant to the General Manager
(92-93) J,Z 65.3 \$2209 bw 2685
- (F) 2964 Director, Budget and Planning
(92-93) J,Z 69.4 \$2700 bw 3282
- (G) 2968 Social Services Manager, Investigations
(92-93) J,Z 66.6 \$2354 bw \$2862

Draft class specifications as detailed in the staff report.

COMPENSATION MATTERS (cont.)

(7)
(cont.)

- (2) Amend specifications for classifications:
- (A) 2903 Eligibility Worker
(92-93) 51.6 \$1141 bw \$1381
 - (B) 2904 Social Service Technician
(92-93) 50.6 \$1088 bw \$1316
 - (C) 2905 Senior Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
 - (D) 2907 Eligibility Worker Supervisor
(92-93) 57.6 \$1520 bw \$1844
 - (E) 2908 Hospital Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
 - (F) 2909 Hospital Eligibility Supervisor
(92-93) 60.0 \$1706 bw \$2074
 - (G) 2910 Social Worker
(92-93) Z 53.1 \$1226 bw \$1484
 - (H) 2912 Senior Social Worker
(92-93) Z 55.9 \$1401 bw \$1698
 - (I) 2914 Social Worker Supervisor
(92-93) Z 58.9 \$1618 bw \$1965
 - (J) 2940 Child Welfare Worker
(92-93) Z 59.8 \$1690 bw \$2053
 - (K) 2942 Senior Child Welfare Worker
(92-93) Z 60.7 \$1765 bw \$2145
 - (L) 2944 Child Welfare Supervisor
(92-93) Z 62.2 \$1899 bw \$2309
 - (M) 2946 Senior Eligibility Worker Supervisor
(92-93) Z 62.1 \$1890 bw \$2297
 - (N) 2947 Hospital Eligibility Manager, DPH
(92-93) Z 62.1 \$1890 bw \$2297
 - (O) 2948 Senior Social Service Supervisor
(92-93) Z 64.6 \$2135 bw \$2596
 - (P) 2953 Deputy General Manager, DSS
(92-93) Z 75.0 \$3547 bw \$4311

COMPENSATION MATTERS (cont.)

(7)
(cont.)

(2) (Q) 2969 Assistant Director, Social Services Program
(cont.) (92-93) Z 66.6 \$2354 bw \$2862

(R) 2970 Director, Administrative Services, DSS
(92-93) Z 66.6 \$2354 bw \$2862

(S) 2973 Assistant General Manager, DSS
(92-93) Z 72.2 \$3093 bw \$3760

(T) 2974 General Manager, DSS
(92-93) Z 76.4 \$3799 bw \$4617

Draft amended class specification as detailed in the staff report.

(3) Retitle Classifications (Status of incumbents and eligibles remains unchanged. Draft amended class specifications as detailed in the staff report):

2909 Hospital Eligibility Supervisor to 2909 Hospital Eligibility Worker Supervisor.

2946 Senior Eligibility Worker Supervisor to 2946 Eligibility Section Manager.

2948 Senior Social Service Supervisor to 2948 Social Services Section Manager.

2969 Assistant Director, Social Services Programs to 2969 Social Services Program Manager.

(4) Allocate, reallocate, and confirm permanently budgeted positions as enumerated in the appendix following report.

(5) Amend the Annual Salary Ordinance accordingly when such actions do not adversely affect the permanent incumbents.

(6) Grant status to permanent incumbents in Class 2911 Eligibility Appeals Specialist as indicated in the staff report.

(7) Abolish the following classes when permanent incumbents are not adversely affected.

(A) 2906 Social Worker Trainee
(92-93) (\$1181 bw)

(B) 2911 Eligibility Appeals Specialist
(92-93) (56.5 \$1443 bw \$1748)

COMPENSATION MATTERS (cont.)

(7)(cont.)

- (7) (C) 2945 Children's Services Investigator
(cont.) (92-93) (Z 67.9 \$2507 bw \$3047)
- (D) 2950 Social Service Division Supervisor
(92-93) (Z 64.1 \$2084 bw \$2533)
- (E) 2951 Community Services Coordinator
(92-93) (Z 63.6 \$2033 bw \$2472)
- (F) 2971 Director, Social Service Programs
(92-93) (Z 67.8 \$2496 bw \$3035)
- (G) 2994 Homemaker
(92-93) (Z 47.6 \$943 bw \$1141)
- (8) Advise the Departments of Public Health and Social Services to amend their respective budgets to reflect these actions.
- (9) Advise the Decentralized Civil Service Unit of the Department of Social Services to conduct examinations in the newly established classes.
- (10) Authorize continuation of provisional appointments for incumbents in classes where reallocation has been approved to another new or existing class.

EXAMINATION MATTERS

- (8) Appeal of staff's denial of the protest of the terms of the examination announcement for Class 6230 Street Inspector.
(File No. 3639-92)

November 2, 1992: Over to the meeting of November 16, 1992 at
Ms. Bonnie Serrell-Carr's request.

Rec: Adopt staff report; deny appeal of Bonnie Serrell-Carr.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 16, 1992

PART II - 2:30 p.m.

APPEALS BY
POLICE OFFICER CANDIDATES

(9) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

- (10) Appeal of background rejection for Class Q2 Police Officer by Norma D. Villavicencio. (File No. 3196-92)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Rec: Adopt staff report. Deny appeal of Norma D. Villavicencio; sustain the decision of the Chief of Police.

- (11) Appeal of background rejection for Class Q2 Police Officer by Niall J. Brosnan. (File No. 3197-92)

October 19, 1992: Over to the meeting November 16, 1992 at Mr. Brosnan's request.

Rec: Adopt staff report. Deny appeal of Niall J. Brosnan; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- (12) Appeal of background rejection for Class Q2 Police Officer by Stephen Y. Ho. (File No. 3180-92)

November 2, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Rec: Adopt staff report. Deny appeal of Stephen Y. Ho; sustain the decision of the Chief of Police.

- (13) Appeal of background rejection for Class Q2 Police Officer by Milton H. Bliss. (File No. 3184-92)

November 2, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Rec: Adopt staff report. Deny appeal of Milton H. Bliss; sustain the decision of the Chief of Police.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 16, 1992

PART III - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(14) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (15) Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92.

October 19, 1992: Over to the meeting of November 16, 1992 at Ms. Bell's request.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

APPEAL OF PROMOTIVE PROBATIONARY APPOINTMENT

- (16) Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92.

Recommendation of the Public Utilities Commission:

Approve. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (17) Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department, Bureau of Training, 8/5/92.

October 5, 1992: Over to the meeting of November 2, 1992 at the request of Mr. Voelker's attorney.

November 2, 1992: Over to the meeting of November 16, 1992 at the request of Mr. Voelker's attorney.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (18) Robert H. Anderson, Jr., 7514 General Laborer, 75/E-0011, Department of Public Works, Street Cleaning, 10/2/92.

Recommendation of the Department of Public Works:

Dismiss from the City and County Service. Not to be employed again by the Department of Public Works. Return name to the eligible list from which appointed to this position (Class 7514 General Laborer).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (19) John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92.

Rec: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

- (20) COMMISSIONERS' NEW BUSINESS.

- (21) GENERAL MANAGER'S REPORT.

(22) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(23) ADJOURNMENT.



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

Calendar

NOVEMBER 30, 1992

ROOM 228, SECOND FLOOR, CITY HALL

(BOARD OF SUPERVISORS' COMMITTEE MEETING ROOM)

5:30 p.m.

ITEM NO.

- (1) Proposed amendment to Civil Service Commission Rule 22 - Leave of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

October 5, 1992:

1. Post for adoption.
2. Forward to the Mayor's Employee Relations Division for meet and confer.

Rec: Adopt.

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Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Micklins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



Civil Service 2000: Leading San Francisco Forward

M E M O R A N D U M

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DATE : November 20, 1992

TO : Department Heads
Personnel Officers
Employee Organizations

FROM : Albert C. Walker
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION SPECIAL MEETING TO CONSIDER THE
ADOPTION OF A FURLOUGH RULE.

The Civil Service Commission will hold a Special Meeting on Monday, November 30, 1992 at 5:30 p.m in the Board of Supervisors' Committee Meeting Room, Room 228, Second Floor, City Hall to consider a proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough).

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Albert C. Walker".

Albert C. Walker
General Manager, Personnel

(1886B)

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

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AGENDA

MEETING

DECEMBER 7, 1992

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ORDER OF BUSINESS

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 2:30 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

PART III, 3:30 p.m.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

DISABILITY ACCESS

The Commission's meeting room, Room 282, Second Floor, City Hall, is wheelchair accessible. Sign language interpreters are available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two business days before a meeting. A sound enhancement system has been installed. Large print copies of the agenda will be made available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two business days in advance of need. In order to allow individuals with environmental illness to attend meetings, individuals are requested to refrain from wearing perfume or other scented products.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

DISABILITY ACCESS

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ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of November 16, 1992.

Special Meeting of November 30, 1992

(4) ANNOUNCEMENTS.

A. Executive Session, November 30, 1992.

B. Executive Session, December 7, 1992.

C. Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for December 1992, January 1993 and February 1993:

December 21, 1992: this meeting is cancelled.

January 4, 1993: the Commission will meet as scheduled.

ANNOUNCEMENTS. (cont.)

January 18, 1993: this meeting is cancelled due to the
Martin Luther King Jr. Birthday Holiday.

February 1, 1993: the Commission will meet as scheduled.

February 15, 1993: this meeting is cancelled due to the
Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on
the first and third Mondays of each month beginning with the
meeting of March 1, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH M.

All matters listed on the Consent Calendar are considered to be
routine by the Civil Service Commission and will be acted upon by a
single vote of the Commission. There will be no separate discussion
on these items unless a request is made, in which event the matter
shall be removed from the Consent Calendar and considered as a
separate item.

(A) Review of request for approval of proposed personal services
contracts (File No. 1233-92)

November 16, 1992: Contracts Number 209-92/93,
210-92/93 and 211-92/93 over to
the meeting of November 16, 1992
at the request of the Department
of Public Works.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
209-92/93	Public Works	AGS, Inc.
210-92/93	Public Works	Structural Design Engineers
211-92/93	Public Works	The Sear-Brown Group

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(B) Review of request for approval of proposed personal services contracts (File No. 1242-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
216-92/93	Airport	Martin O'Connell Associates
217-92/93	Airport	Dames & Moore
218-92/93	City Planning	City of Santa Cruz and County of Santa Cruz
219-92/93	Civil Service Commission	S.F. Community College District
220-92/93	Civil Service Commission	Cooperative Personnel Services
221-92/93	Civil Service Commission	Cooperative Personnel Services
222-92/93	SFCCD	Geo/Resource Consultants, Inc.
223-92/93	SFCCD	Acres Consulting Engineers
224-92/93	SFCCD	Ripley & Associates, Architects
225-92/93	Mayor's Office	Richard M. Behm
226-92/93	Mayor's Office	Peter Lloyd Thompson
227-92/93	Public Health	Medicus Systems Corporation
228-92/93	Public Health	American Environmental Management Corp.
229-92/93	Public Health	Crosby & Overton
230-92/93	Public Health	Coming Home Support Services
231-92/93	Public Works	Friends of the Urban Forest
232-92/93	Public Works	GFDS Engineers

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
233-92/93	Public Works	Dasse Design Inc./ Villarroel
234-92/93	Public Works	URS Engineers
235-92/93	Public Works	Gerson/Overstreet
236-92/93	Public Works	Sierra Cybernetics, Inc.
237-92/93	Public Works	BWF Consulting Engineers
238-92/93	Public Works	Takahashi Consulting Engineers, Inc.
239-92/93	Public Works	Structural Design Engineer
240-92/93	Public Works	Pete O. Lapid, Inc. in associate with J.Y.A. Consulting Eng., Inc.
241-92/93	Purchasing	Mardave Compu, Inc.
242-92/93	Real Estate	R.B. Campbell-Taylor & Associates, Inc.
243-92/93	Recreation and Park	Vincent Huang-Urban Safety Management
244-92/93	Recreation and Park	Careers Abound
245-92/93	Social Services	Deloitte & Touche, Inc.
246-92/93	Social Services	Ruth Rankin
247-92/93	Social Services	Alternative Family Services, Inc.
248-92/93	Social Services	In Home Supportive Services Consortium of S.F., Inc.

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
249-92/93	Social Services	Wright Marketing, Inc. DBA National Homecare Systems
250-92/93	Mayor's Office	Private Industry Council

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARY IS
FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT/DOYLE FUNDING:

251-92/93	Public Health	Edgewood Children's Center
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Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(C) Classification of positions in various City departments.
(File No. 1243-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Social Services	1	1822 Administrative Analyst (Sch. 58.5 \$1588B1927)	Same
Public Health/ SFGHMC	2	2305 Psychiatric Technician (Sch. 54.2 \$1291B1565)	Same
	9	2532 Paramedic (Sch. 60.2 \$1723B2094)	Same
	3	2322 Head Nurse (\$2242B2892)	Same
	2	2424 X-Ray Lab Aide (Sch. 51.8 \$1152B1394)	Same
	1	1440 Medical Transcriber Typist (Sch. 51.1 \$1114B1349)	Same
	1	1441 Senior Medical Transcriber Typist (Sch. 52.3 \$1180B1429)	Same

(C)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGHMC	3	1404 Clerk (Sch. 47.1 \$920B1114)	Same
	1	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	Same
	6	2494 Staff Radiologic Technologist (Sch. 57.0 \$1477B1791)	Same

Rec: Adopt staff report.

(D) Classification of various positions under express position classification program. (File No. 1245-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
S.F. Community College District	1	1426 Senior Clerk Typist	Same
	1	1844 Senior Management Assistant	Same
	1	8204 Institutional Police Officer	Same
Public Works	1	1242 Personnel Analyst	Same
	1	1404 Clerk	Same
	1	1410 Chief Clerk	Same
	2	1752 Senior Microphoto Technician	Same
	1	4321 Cashier II	Same
	1	5258 Senior Mechanical Engineer	Same
	2	5261 Architectural Assistant II	Same

(D)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
Public Works	1	5266 Architectural Associate II	Same
	5	5268 Architect	Same
	1	5270 Senior Architect	Same
	1	5280 Planner III	Same
	1	5364 Civil Engineering Associate I	Same
	1	6139 Senior Industrial Hygienist	Same
	1	6333 Senior Building Inspector	Same
	1	7238 Electrician Supervisor I	Same
	1	8139 Industrial Injury Investigator	Same

Rec: Adopt staff report.

(E) Requests for appointment above the entrance rate for various employees. (File No. 2282-92)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Keith Grout 1874 Senior Programmer Analyst	Controller	4	4
Frank Miller 1874 Senior Programmer Analyst	Controller	4	4
Sandra Hernandez 2235 Medical Director	Public Health	3	3
Matthew Magsanay 3417 Gardener	Recreation and Park	5	5

(E)(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Gregory Weir 3212 Swimming Instructor	Recreation and Park	5	5
Ronald K. Wong 5352 Electrical Engineering Assistant II	Airport	3	3
John Brassfield 5178 Assistant Superintendent, Property Conservation	Public Works	5	5
Edward Hernandez 2816 Chief, Records and Statistics	Public Health	4	4
Mary Cronin 5202 Junior Civil Engineer	Public Utilities Commission	2	2

Rec: Adopt staff report.

- (F) Proposed change in data collection schedule for miscellaneous employees for Fiscal Year 1993-94 Salary Survey.
(File No. 2256-92)

November 2, 1992: Off calendar at the request of staff.

Rec: Conduct a single salary survey for miscellaneous employees for Fiscal Year 1993-94; report results of survey to the Civil Service Commission in March 1993 consistent with Charter Sections 8.400, 8.401 and 8.407.

- (G) Certification of pay and benefit provisions of Supervising Registered Nurse Memorandum of Understanding.
(File No. 2273-92)

November 16, 1992: Over to the meeting of December 7, 1992 at the request of staff.

Rec: Off calendar at the request of the City Attorney's Office.

- (H) Proposed procedures to expedite processing of requests for appointments above the entrance rate - Salary Standardization Ordinance, Section VII.A.3. (File No. 2265-92)

Rec: Adopt staff report.

- (I) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6741-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (J) Approval of departmental affirmative action plans. (File No. 6603-92)

Rec: Adopt staff report.

1. Approve completed departmental affirmative action plans.
2. Notify departments that have not completed affirmative action plans to complete and submit them immediately.

- (K) Classification of positions in various City departments. (File No. 1234-92)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)

(K) (cont)

November 16, 1992: Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

Rec: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

(L) Abolishment of 116 obsolete classes, and deletion of 44 "A" classes. (File No. 1247-92)

Rec: 1. Thirty-five (35) classes representative by SEIU over to the meeting of January 4, 1993 at the request of SEIU.

2. Adopt balance of staff report. Abolish 81 classes listed in the staff report. Direct staff to administratively abolish 44 "A" classes.

(M) Review of requests for approval of proposed personal services contracts. (File No. 1249-92)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
252-92/93	Public Works	ESS Architects
253-92/93	Public Works	Beverly Prior Architects
254-92/93	Public Works	Levy Design Partners
255-92/93	Public Works	Mock/Wallace Architects
256-92/93	Public Works	Heller & Leake, Inc.
257-92/93	Public Works	Greson/Overstreet Architects
258-92/93	Public Works	Genseler & Associates, Architects
259-92/93	Public Works	Finger & Moy Architects

(M)(cont)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
260-92/93	Public Works	Joseph Chow & Assoc., Inc.
261-92/93	Public Works	Michael Willis & Associates

Rec: Adopt staff report. Notify the office of the Controller
and the Purchaser.

REGULAR CALENDAR

CLASSIFICATION MATTERS

- (6) Review of request for approval of proposed personal services contract number 180-92/93. (File No. 1228-92)

November 16, 1992: Contract Number 180-92/93 over to the meeting of December 7, 1992 by Commission action.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
180-92/93	Controller	Data Processing and Accounting Services

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

- (7) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2271-92)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

APPEALS BY
POLICE OFFICER CANDIDATES

(8) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

- (9) Appeal of background rejection for Class Q2 Police Officer by Daniel J. Marweg. (File No. 3187-92)

November 16, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Marweg's attorney.

Rec: Adopt staff report. Deny appeal of Daniel J. Marweg; sustain the decision of the Chief of Police.

- (10) Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (File No. 3198-92)

November 2, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.

Rec: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.

EXAMINATION MATTERS (cont.)

- (11) Appeal of background rejection for Class Q2 Police Officer by Niall J. Brosnan. (File No. 3197-92)

October 19, 1992: Over to the meeting November 16, 1992 at Mr. Brosnan's request.

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Brosnan's request.

Rec: Adopt staff report. Deny appeal of Niall J. Brosnan; sustain the decision of the Chief of Police.

REGULAR MEETING - DECEMBER 7, 1992

PART III - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(12) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (13) Lenward Crease, 2716 Custodial Assistant Supervisor, 6/HOP-1, Juvenile Probation Department, Administration Office, 11/13/92.

Recommendation of the Juvenile Probation Department:

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

APPEAL OF AUTOMATIC RESIGNATION

- (14) Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92.

October 19, 1992: Over to the meeting of November 16, 1992 at Ms. Bell's request.

November 16, 1992: Over to the meeting of December 7, 1992 at the joint request of the Recreation and Park Department and Local 790.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

APPEAL OF AUTOMATIC RESIGNATION

- (15) Eduardo C. Manuel, 1220 Payroll Clerk, 70/CPE-1, San Francisco Unified School District, 10/9/92.

Rec: Over to the meeting of January 4, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (16) Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department, Bureau of Training, 8/5/92.

October 5, 1992: Over to the meeting of November 2, 1992 at the request of Mr. Voelker's attorney.

November 2, 1992: Over to the meeting of November 16, 1992 at the request of Mr. Voelker's attorney.

November 16, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Voelker's attorney.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (17) John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92.

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

Rec: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (18) Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92.

Rec: Over to the meeting of January 4, 1993 at the request of Local 790.

- (19) Gurmail Deol, 2302 Certified Nursing Assistant, 15/E-339, Department of Public Health, Laguna Honda Hospital, 11/4/92.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work-related experience in a hospital outside the City and County service.

RESIGNATION - SERVICES UNSATISFACTORY

- (20) Lola Pettit, 2494 Staff Radiologic Technologist, 16/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 10/14/92.

Rec: Over to the meeting of January 4, 1993 at the request of Local 790.

DISMISSAL OF PERMANENT EMPLOYEE

- (21) Roger D. Johnson, 7381 Automotive Mechanic, 1/E-8, Purchasing Department, 11/12/92.

Recommendation of the Purchasing Department:

Not to be employed again by the Purchasing Department.

(22) COMMISSIONERS NEW BUSINESS.

(23) GENERAL MANAGER'S REPORT.

(24) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(25) ADJOURNMENT.

M E M O R A N D U M*Agenda*

DATE : December 9, 1992

TO : Department Heads
Personnel Officers
Employee Organizations

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

FROM : Albert C. Walker
General Manager, Personnel

SUBJECT: CIVIL SERVICE COMMISSION SPECIAL MEETING TO CONSIDER THE
ADOPTION OF A FURLOUGH RULE.

/// The Civil Service Commission will hold a Special Meeting on Monday, December 14, 1992 at 5:30 p.m in the Department of Public Health Auditorium, Room 300, 101 Grove Street to consider a proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough).

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Albert C. Walker".

Albert C. Walker
General Manager, Personnel

(1886B)

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DEC 11 1992

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DOCUMENTS DEPT.

DEC 14 1992

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

DECEMBER 14, 1992

PUBLIC HEALTH AUDITORIUM

101 GROVE STREET - ROOM 300, THIRD FLOOR

5:30 P.M.

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

ITEM NO.

IN-SERVICE MATTERS

- (1) Request for reconsideration of Civil Service Commission action of November 30, 1992:
Proposed amendment to Civil Service Commission Rule 22 - Leave of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

- October 5, 1992:
1. Post for adoption.
 2. Forward to the Mayor's Employee Relations Division for meet and confer.

November 30, 1992: Over to the meeting of January 4, 1993 to be heard by the full Commission

Rec: Adopt.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



Civil Service 2000: Leading San Francisco Forward

